

## 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, 20<sup>th</sup> May 2015 at 7.30 p.m.**

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

IN ATTENDANCE: 4 Members of the Public  
Mrs. Y. Tredoux (Clerk)  
Mr. S. Reay (District Councillor)  
1 Press Representative

APOLOGIES: Mr. P. Burfield & Mr. G. Croughton

#### 1. **ELECTION OF CHAIRMAN**

Dr. Walker proposed and Mr. Andrews seconded:

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

**CARRIED** unanimously

Mrs. Cole duly signed the Chairman's Declaration of Acceptance of Office form.

#### 2. **ELECTION OF VICE-CHAIRMAN**

Mrs. Cole proposed:

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

**CARRIED** unanimously

Mr. Andrews duly signed the Vice-Chairman's Declaration of Acceptance of Office form.

#### 3. **MEMBERSHIP OF COUNCIL COMMITTEES**

The appointment of Members to Council Committees for 2015/2016 was approved and would be appended to the minutes.

#### 4. **APPOINTMENT OF REPRESENTATIVES**

The following appointments were approved:

- (a) Kemsing Allotment Holders Association : Mr. Buttifant.
- (b) Kent Association of Parish Councils : Currently vacant.
- (c) Oxenhill Meadow & Shaw Management Committee : Mr. Bennett & Mr. Buttifant
- (d) Churchyard Maintenance Committee : The Chairman of the Council, Chairman of Finance Committee, Mr. Bennett and the Clerk.
- (e) 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 2<sup>nd</sup> June 1924, has the power to appoint 8 of the Trustees of the Charity.

The Parish Council noted a letter dated 14<sup>th</sup> May 2015 tabled at the meeting from the St. Edith Hall Management Committee, specifying the persons willing to be appointed for the ensuing year.

*The following nominations were accepted and the persons appointed as Trustees on the St. Edith Hall Management Committee:-*

Mrs. M. Cole, Mrs. S. Dickinson, Mrs. M. Robarts, Mr. J. Berwick, Mr. M. Cowlard, Mr. B. Primarolo, Mr. P. Eaton.

- (f) Kemsing Downs Nature Reserve Advisory Group (3) : The representatives proposed were 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.

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. **COUNCIL AND COMMITTEE MEETINGS**

The calendar of meetings for the ensuing year, as circulated, was approved subject to the following amendments:-

*Parish Council meeting 17<sup>th</sup> March 2016 should be 16<sup>th</sup> March 2016 and Annual Parish meeting 24<sup>th</sup> March 2016 should be 23<sup>rd</sup> March 2016.*

The amended calendar of meetings would be appended to the minutes.

7. **BUSINESS REQUIRED BY STATUTE**

- (a) Independent Internal Auditors' Report for the Year ended 31<sup>st</sup> March 2015

The Internal Auditors' report was noted.

➤ *It was AGREED to refer the report to the Finance Committee for consideration.*

- (b) Statement of Accounts for the Year ended 31<sup>st</sup> March 2015

The draft statement of accounts for the year ending 31 March 2015, having been previously circulated, were noted and considered.

Mr. Eaton proposed and Dr. Walker seconded:

*"That the Parish Council approved the Statement of the accounts for the year ending 31<sup>st</sup> March 2015, as circulated."*

*CARRIED* unanimously

- (c) Annual Return for Audit Commission – Annual Governance Statement 2014/15

The Annual Governance Statement 2015/15, having been previously circulated, were noted and considered.

➤ *The Council approved Questions 1 to 9 of the Governance Statement, as circulated.*

- (d) Notice of Appointment of date for the Exercise of Electors' rights for viewing the accounts for the year ended 31<sup>st</sup> March 2015

The notices had 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 31<sup>st</sup> March 2016

Mrs. Cole proposed:

*"That the Parish Council appoints Mrs. Banister as Internal Auditor for the next Financial Year, i.e. 2015/16."*

*CARRIED* unanimously

- (f) Appointment of Kemsing Downs Woodland Advisor

The Parish Council was asked to consider appointing Woodland Consultant, Mr. Jonathan Webb from Jonathan R. Webb Woodland Management as agent who would be authorised to act on behalf of the Parish Council with the Forestry Commission, the Rural Payments Agency and Natural England. Acting as an agent includes giving permission to Mr. Webb to agree amendments to grant contracts, sign claim forms, sign grant applications, sign felling licence conditions or apply for an unconditional licence to change land use and to correspond with the Forestry Commission and the Rural Payments Agency and Natural England on behalf of the Parish Council.

Mr. Bennett proposed and Mr. Buttifant seconded that:

*“The Parish Council appoints Woodland Consultant, Mr. Jonathan Webb from Jonathan R. Webb Woodland Management as agent who would be authorised to act on behalf of the Parish Council with the Forestry Commission, the Rural Payments Agency and Natural England. Acting as an agent includes giving permission to Mr. Webb to agree amendments to grant contracts, sign claim forms, sign grant applications, sign felling licence conditions or apply for an unconditional licence to change land use and to correspond with the Forestry Commission and the Rural Payments Agency and Natural England on behalf of the Parish Council.”*

*CARRIED* unanimously

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

The Parish Council reviewed the current charges for issuing paper copies of the agenda and minutes of the Parish Council meetings which were £15 per annum for posted and £3 per annum for collected papers.

- *The Parish Council resolved that the current pricing structure for the provision of paper copies of the agenda and minutes for 2015/16 remained unchanged, i.e. £15.00 per annum for posted and £3.00 per annum copies of the agenda and minutes.*

(h) PCC Annual Accounts for 2014

Copies of the PCC annual accounts had been tabled and noted at the meeting.

Dr. Walker reported that the insurance monies claimed following the demise of the church hall was being received sporadically, in small sums.

(i) Risk Assessment

The risk assessment approved on 20<sup>th</sup> November 2013 was reviewed.

Mrs. Cole proposed:

*“That the Parish Council approves the risk assessment, as circulated prior to the meeting, subject to the following two amendments:-*

- (i) Last column heading should read “Control and agreed improvement”.*
- (ii) References to “St. Mary’s Church” should be “St. Mary, the Virgin”.*

*CARRIED* unanimously

*[7.53 p.m.] The Parish Council RESOLVED to open the meeting for public participation.*

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

Mrs. D. Farrow (WI representative) explained that the WI recently had a defibrillator demonstration by the Sevenoaks District Seniors Action Forum. During the demonstration event, the organiser indicated that Kemsing Parish Council had received a defibrillator and that arrangements for installing it were being made.

Mrs. Farrow said that she had asked the Parish Council Clerk prior to the meeting as to what progress had been made with the installation and the Clerk had explained the difficulties with finding a suitable location. Mrs. Farrow (also an Editor of The Well magazine), offered to publicise the defibrillator and its location in the magazine. Mrs. Farrow suggested the Kemsing Library as an alternative location. Mr. Plater from the Sevenoaks District Seniors Action Forum was arranging a demonstration to be held at the Kemsing village fete in June. A retired paramedic (Mr. J. Gettens) also offered his services if required.

Mrs. Cole said that this item would be discussed in detail by the Parish Council – see minute 13).

*[8.00 p.m.] The Parish Council RESOLVED to reconvene the meeting.*

9. **MINUTES**

Mrs. Cole proposed:

*“That the minutes of the meeting held on 15<sup>th</sup> April 2015, Ref KPC/04/2015, be approved.”*  
CARRIED unanimously

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

(a) Saturday bus service for Kemsing (Minute 3(a) KPC/04/2015)

There was no further information to report.

(b) Village Gateway – Childsbridge Lane (Minute 3(b) KPC/04/2015)

A reply was awaited from Mr. Chard.

*The Council RESOLVED to defer Items 10(c), 14 & 15 to be taken at the end of the agenda.*

(c) Village car park (Minute 3(c) KPC/4)2015)

See item 18(g).

11. **COMMITTEE AND OFFICER REPORTS**

(a) Planning Committee

Mr. Dawes proposed and Mrs. Cole seconded:

*“That the Parish Council accepts the minutes of the meeting held on 27<sup>th</sup> April 2015.”*  
CARRIED unanimously

(b) Recreation Grounds Committee

Mrs. Dickinson proposed and Mrs. Wedderburn-Day seconded:

*“That the Parish Council accepts the minutes of the meeting held on 15<sup>th</sup> April 2015.”*  
CARRIED unanimously

(c) Report from Chairman

- \* Mrs. Cole had represented the Parish Council at the swimming pool opening at Kemsing Primary School where Local MP Mr. M. Fallon had performed the opening ceremony.
- \* Sevenoaks District Council would hold a Code of Conduct refresher training session.  
*Councillors who were interested to attend were asked to contact the Clerk.*
- \* Mrs. Cole reminded Councillors to make appointments with the Parish Clerk in order that office working days could be planned.

(d) Reports from Councillors

There were no reports received from Parish Councillors.

(e) Report from District Councillors

District Councillor Mr. Reay introduced himself and said that he was looking forward to serving as District Councillor for Kemsing together with District Councillor Miss L. Stack.

12. **ANNUAL PARISH MEETING**

The draft minutes of the meeting held on 25<sup>th</sup> March 2015 were noted.

13. **COMMUNITY DEFIBRILLATION**

Although the St. Edith Hall Management Committee had no objection in principle to the installation of the defibrillator at the external wall of the Small Hall, it was noted that the transparent plastic container would be unsuitable at this position. A more sheltered (outside of direct sunlight) position would be preferable.

In a recent article published by the Community Heartbeat Trust, it was pointed out that the first consideration for Parish Councils should be to establish a Village Response Team to take up the responsibility for the defibrillator.

The Parish Council was asked to re-consider the matter in light of the latest information received.

Mrs. Cole said that the Parish Council would be responsible for ensuring batteries are charged and that the equipment was in good working order. Mrs. Robarts offered to contact the First Aid Responder in Otford who was looking after the defibrillators in Otford and Seal to find out more information with regards to the maintenance. The suggestion of the Kemsing Library as an alternative location would have to be investigated as permission from Kent County Council would be required. The insurance requirements would also have to be investigated.

Mrs. Robarts offered to investigate possible options and to report back to the Parish Council. It was noted that Otford Parish Council had installed at least 3 defibrillators and also had a Volunteer Group who looked after the equipment on behalf of the Parish Council.

- *RESOLVED: Mrs. Robarts, together with the Clerk, would investigate options available and would contact the First Aid Response Team at Otford to ask for advice.*

[8.20 p.m.] *The Parish Council resolved to close the meeting to allow for public participation*

Mr. Gettens thought that the Kemsing Library would be a suitable location and kindly offered his assistance.

[8.23 p.m.] *The Parish Council resolved to reconvene the meeting.*

#### 16. **DONATIONS & SUBSCRIPTIONS**

##### (a) The London Green Belt Council

Mr. Eaton proposed and Mrs. Cole seconded:

*“That the Parish Council renews The London Green Belt Council’s annual subscription of £10.*

*CARRIED* unanimously

#### 17. **ACCOUNTS FOR PAYMENT**

Mr. Eaton proposed and Dr. Walker seconded:

*“That the Parish Council approves the payment list (as circulated) and to note the receipt list (as circulated).”*

*CARRIED* unanimously

#### 18. **CONSULTATIONS**

There were no consultations to be considered.

#### 19. **COMMON FIELD RECREATION GROUND TRUST**

##### (a) Charity Commission

The Annual Return of Income and Expenditure update 2014 had been sent to the Charity Commission on 29 January 2015.

##### (b) Income and Expenditure for the Year 2014/15

The Parish Council (Trustee) noted the Statement of Accounts for the year 2014/15.

##### (c) Annual Report 2014/15

The Annual Report was noted and would be signed by the Chairman.

##### (d) 2014/15 Contribution towards Maintenance of the Common Field

The Trustee had agreed to contribute £400 towards the maintenance of the Common Field in 2014/2015, which was paid on 28 July 2014.

- (e) 2015/16 Contribution towards Maintenance of the Common Field.  
The Trustee was asked to consider contribution for 2015/2016.  
Mrs. Cole proposed:  
“That the Trust contributes £400 towards the maintenance of the Common Field for 2015/2016.”  
CARRIED unanimously

- (f) Reports  
Mr. Andrews asked if any progress had been made with the proposed scout hut. Mrs. Cole replied that the Parish Council had not been informed of any new developments.

[8.35 p.m.] Under the Public Bodies (Admission to meetings) Act 1960, the Parish Council RESOLVED that the public and representatives of the press would be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

- (g) Village car park (Minute 3(c) KPC/4)2015)  
The details of the discussion are contained in a separate confidential document.

14. **STAFFING ARRANGEMENTS**  
The details of the discussion are contained in a separate confidential document.

15. **OLD CHILDSBRIDGE LANE WOODLAND**  
The details of the discussion are contained in a separate confidential document.

[9.00 p.m.] The meeting was reconvened and opened to the Public and Press.

20. **INFORMATION REPORT – The following was noted:**  
(a) Sevenoaks District Council – Inshape magazine  
(b) Society of Local Council Clerks – The Clerk magazine  
Attention was drawn to the following articles (copies provided for Councillors):-  
\* The new audit framework – Closure of the Audit Commission and details of the new regime.  
\* Finance advice – Update on transparency for Councils with income or expenditure over £200,000.  
\* Summons by email – It was now legal to email the agenda to Councillors.  
(c) Campaign to Protect Rural England – Field Work magazine  
(d) Campaign to Protect Rural England – Countryside Voice magazine  
(e) Sevenoaks Volunteer Transport Group – A letter of thanks in recognition of the Parish Council's financial contribution was noted.  
(f) Sevenoaks and Swanley Citizens Advice Bureau – A letter of appreciation for the Parish Council's financial contribution was noted.

21. **MATTERS TO BE RAISED AT THE NEXT MEETING & GOOD NEWS**  
There were no matters to be raised at the next meeting.

22. **DATE OF NEXT MEETING**  
Wednesday, 17<sup>th</sup> June 2015

The meeting closed at 9.03 p.m.

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