

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, 18th May 2015 at 7.30 p.m.

PRESENT: Mrs. M. Cole (in the Chair)
Mr. A. Andrews, Mr. D. Bennett, Mr. P. Burfield, Mr. B. Buttifant,
Mr. G. Croughton (arrived 7.33 p.m.), Mr. R. Dawes, Mr. P. Eaton, Mr. R. Lang,
Mrs. M. Robarts, Dr. P. Walker, Mrs. R. Wedderburn-Day

IN ATTENDANCE: 1 Member of the Public
Mrs. Y. Tredoux (Clerk)

1. **ELECTION OF CHAIRMAN**

Dr. Walker proposed, seconded by Mr. Eaton:

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

CARRIED unanimously

2. **ELECTION OF VICE-CHAIRMAN**

Mrs. Cole proposed:

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

CARRIED unanimously

7.33 {Mr. Croughton arrived}

3. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

4. **MEMBERSHIP OF COUNCIL COMMITTEES**

The appointment of Members to Council Committees for 2016/2017 was approved and the list will be appended to the minutes.

5. **APPOINTMENT OF REPRESENTATIVES**

The following appointments were *APPROVED*:

(a) Kemsing Allotment Holders Association : Mr. Buttifant

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

(d) Churchyard Maintenance Committee : Chairman of the Parish Council, Chairman of the 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 2nd June 1924, has the power to appoint 8 of the Trustees of the Charity.

The Parish Council noted a letter dated 11th May 2016 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. M. Robarts, Mrs. M. Cowlard, Mr. B. Primarolo, Mr. P. Eaton, Dr. Walker and Mr. R. Dalton.

(f) Kemsing Downs Nature Reserve Advisory Group : The representatives proposed were Mr. Bennett, Mr. Buttifant and Mr. Burfield and would be appointed at the next Downland Management Committee Meeting as stipulated in the Terms of Reference of this Group.

6. **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.

7. **COUNCIL AND COMMITTEE MEETINGS**

The calendar of meetings for the ensuing year was approved.

8. **BUSINESS REQUIRED BY STATUTE**

(a) Review of Internal Audit

A review of the Internal Audit was undertaken and there were no changes proposed.

(b) Statement of Internal Control

The Statement of Internal control was reviewed with no proposed changes.

(c) Independent Internal Auditors' Report for the Year ended 31st March 2016

The Internal Auditors' Report was noted.

The Parish Council extended its appreciation to Mrs. Banister for conducting the Internal Audit.

(d) Annual Return for Audit Commission – Annual Governance Statement

The Annual Governance Statement 2015/16, having been previously circulated, were noted and considered.

Mrs. Cole proposed:

“That the Parish Council approves Questions 1 to 9 of the Governance Statement for the accounts ending 31st March 2016, as circulated.”

CARRIED unanimously

(e) Statement of Accounts for the Year ended 31st March 2016

(i) The Accounting Statements were considered by the members meeting as a whole.

(ii) Mrs. Cole proposed:

“That the Parish Council approves the Accounting Statement for the year ending 31st March 2016 as circulated.”

CARRIED unanimously

(iii) The Chairman signed the Accounting Statements as agreed.

(f) Notice of Appointment of date for the Exercise of Electors' rights for viewing the accounts for the year ended 31st March 2016

The notices would be 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).

(g) Appointment of Internal Auditor for the ensuing financial Year ending 31st March 2016

Mrs. Cole proposed:

“That the Parish Council appoints Mrs. R. Banister as Internal Auditor for the Financial Year 2016/17.”

CARRIED unanimously

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

The current charges (£15.00 per annum for posted and £3.00 per annum collected) were reviewed with no proposed changes.

(i) Risk Assessment

The Parish Council reviewed the risk assessment and no changes were proposed.

(j) The Parish of St. Mary the Virgin, Kemsing – Annual Report & Financial Statements 2015

Copies are available from the Parish Clerk.

9. **DECLARATIONS OF INTERESTS**

There were no declarations of interest received.

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

There were no questions from the public.

11. **DISTRICT COUNCILLORS REPORTS**

There were no reports from the District Councillors.

12. **MINUTES**

Mrs. Cole proposed:

“That the Parish Council approves the minutes of the meeting held on 20th April 2016, Ref KPC/04/2016.”

CARRIED unanimously

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

(a) Village car park (Minute 6 (b) KPC/04/2016)

Mrs. Cole reported that the District Council's Parking Officer indicated at a recent site meeting that Sevenoaks District Council would consider replacing the chain-link fence and fill a small number of potholes in front of the public conveniences. The white lines had been re-painted recently.

With regards to the conclusion of the purchase transaction it was noted that a completion statement was still due. *The Clerk was asked to remind Sevenoaks District Council accordingly.*

(b) Bank account signatories – update (Minute 2 (c) KPC/04/2016)

Arrangements were being made for the document to be signed.

(c) Emergency Services equipment (Minute 2 (d) KPC/04/2016)

Arrangements are being made for the disposal of the items as agreed by the Parish Council.

(d) Parish Councillor Vacancy (Minute 2 (e) KPC/04/2016)

The vacancy notice would be posted to the village notice boards and advertised on the website and the local press.

(e) Park Lane Nature Reserve Area & Fairfield Close Area (Minute 2 (f) KPC/04/2016)

The Group had agreed to meet on Monday, 23rd May 2016 to discuss how to proceed. It is hoped that a recommendation would be made to the Parish Council in due course.

14. **DONATIONS & SUBSCRIPTIONS**

(a) Oaks Steering Group

Mrs. Cole proposed:

“That the Parish Council makes a financial contribution of £350 towards the Oaks Steering Group's Christmas Dinner, scheduled to take place on 3rd December 2016.”

CARRIED unanimously

(b) Citizens Advice Bureau

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

15. **ACCOUNTS FOR PAYMENT**

Mr. Eaton proposed, seconded by Dr. Walker:

“That the Parish Council approves the payment list (cheque numbers 205420 to 204435 including direct debits as per the list circulated at the meeting), and to note the list of receipts as circulated.”

CARRIED unanimously

16. **COMMITTEE REPORTS**

(a) Planning Committee

Mr. Dawes proposed, seconded by Mr. Croughton:

“That the Parish Council receives the minutes of the meeting held on 25th April 2016, Reference P/06/2016 and the minutes of the meeting held on 9th May 2016, Reference P/07/2016.”

CARRIED unanimously

17. **CONSULTATIONS**

There were no consultations to be considered.

18. **INFORMATION REPORTS**

(a) Chairman’s Report

The Scouts intends to replace the existing scout hut. A representative would apprise the Parish Council of the project details at the next Parish Council meeting to which they have been invited.

(b) Reports from Councillors

Mr. Andrews received a complaint from a resident concerned about children playing and climbing on the statute on the forecourt of the St. Edith Hall.

The matter was referred to the St. Edith Hall Management Committee and St. Edith Club to monitor.

Mr. Croughton announced the introduction of a new Sunday and bank holiday bus service had been introduced from Sevenoaks to Gravesend. The service also runs through Kemsing. Timetables are available from the Parish Council office.

(c) Publications for information

Clerks & Councils Direct – May 2016 issue.

Campaign to Protect Rural England – Kent Voice magazine.

Action with Communities in Rural Kent – Oast to Oast magazine.

Sevenoaks District Community Safety Strategy & Action Plan 2016-17

(d) Play Place report

A report on the Kemsing Arts Award project which had been delivered during the February half-term was noted.

19. **COMMON FIELD RECREATION GROUND TRUST**

(a) Charity Commission

The Annual Return of Income and Expenditure update 2015 was sent to the Charity Commission on 27 January 2016.

(b) Income and Expenditure for the Year 2015/16

The Statement of Accounts for the year 2015/16 was noted.

(c) Annual Report 2015/16

The Annual Report was noted.

(d) 2015/16 Contribution towards Maintenance of the Common Field

The Trust had agreed to contribute £400 towards the maintenance of the Common Field in 2015/2016.

(e) 2016/17 Contribution towards Maintenance of the Common Field.

The Trust *AGREED* to contribute £400 towards the maintenance of the Common Field for 2016/2017.

(f) Reports
There were no further reports received.

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

(a) Replacement of existing scout hut

21. **DATE OF NEXT MEETING**

Wednesday, 15th June 2016

The meeting closed at 8.20 p.m.

Signed by Chairman : Date: