

**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, 23 May 2012 at 8.00 p.m.**

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

IN ATTENDANCE: District Councillor Mr. M. Butler  
PC M. Beresford  
Mrs. Y. Tredoux (Parish Clerk)

APOLOGIES: Parish Councillors Mr. J. Jermain & Mrs. R. Wedderburn

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

**1. ELECTION OF CHAIRMAN**

Dr. Walker proposed, seconded by Mrs. Robarts:  
*"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 2012/2013 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) Pavilion Management Committee : Mrs. Ross
- (c) Kent Association of Parish Councils : Mrs. Dickinson
- (d) Kemsing Downs Nature Reserve Advisory Group (3) : The representatives proposed are Mr. Bennett, Mr. Buttifant and Mrs. Wedderburn and will be appointed at the next Downland Management Committee Meeting as stipulated in the Terms of Reference of this Group.
- (e) Oxenhill Meadow & Shaw Management Committee : Mr. Bennett & Mr. Buttifant
- (f) Churchyard Maintenance Committee : The Chairman of the Council, Chairman of Finance Committee, Mr. Jermain and the Clerk

**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.

8.15 p.m. The meeting was adjourned for PC Mark Beresford to give a report on police issues affecting the village and he advised that the Parish Council will receive monthly updates. Issues dealt with between 16th April and 16th May, mainly consisted of thefts from properties, including items from garden sheds and bicycles left in front gardens. PC Beresford has been working with Kemsing residents since the relocation of PCSO Sue Harwood and will work closely with PCSO Adrian Fromm recently appointed to Kemsing.  
*PC Beresford was thanked for his contribution.*

8.25 p.m. District Councillor Mr. Butler was pleased that two grant applications were secured through the Big Community Fund. £125 was received towards the Noah's Ark Residents' Association's Christmas lights and £3,000 has been approved in principle for the Kemsing Boxing Club, subject to the Club meeting a number of conditions. Mr. Butler now serves on the Sevenoaks District Council's Social Affairs Committee. A resident from Park Lane complained to Mr. Butler about an increase in the number of bonfires in that area. Mrs. Cole thanked Mr. Butler for his report.

8.30 p.m. The meeting was reconvened.

8.30 p.m. PC Beresford left the meeting.

8.35 p.m. District Councillor Mr. Butler left the meeting.

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

The Council approved the appointment of Trustees as per letter dated 12 May 2012 received from the St. Edith Hall Committee.

7. **CALENDAR OF 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 18 April 2012, Ref KPC/05/12, previous circulated, be approved."*

*CARRIED* unanimously

9. **MATTERS ARISING FROM THE MINUTES**

(a) Kemsing Village Car park (Minute 2(a) KPC/05/12)

MP Mr. M. Fallon sought clarification from the Rt Hon Greg Clark MP on the timetable for enacting the Assets of Community Value provisions in the Localism Act. A reply from Andrew Stunell MP, under whose policy responsibilities this falls, stated that it is hoped that the provisions will come into force by late summer or early Autumn 2012. The Clerk would thank Mr. Fallon for his support.

(b) Police Community Support Officer (Minute 2(b) KPC/05/12)

Kent Police advised that PCSO Adrian Fromm has been appointed as the new PCSO for Kemsing.

(c) Memorial bench for the late Mr. Ted Watson (Minute 2(c) KPC/05/12)

Mrs. Watson and her family had accepted the Parish Council's suggestion for the memorial seat to be installed at the Kemsing Library. Sevenoaks Library had no objection to the proposal of replacing the seat and would arrange for the dilapidated seat to be removed in preparation for the installation of the new seat.

(d) Reports from Councillors (Minute 4(d) KPC/05/12) – Bus service to Pembury Hospital

Kent County Council's reply dated 9 May 2012 was noted. Mr. Bryan Sweetland, Cabinet Member for Environment, Highways and Waste, confirmed that Kent County Council has not and is not able to provide any funding towards these bus services. However, as part of the planning consent for the new hospital, it is understood that the NHS has to provide four specified bus services to the new hospital for a period of at least five years.

The NHS applied to Tunbridge Wells Borough Council to remove this condition, as they felt that the services are unaffordable and commercially unviable for the five year period. They offered, as an alternative, to fund a reduced amount of bus service enhancements. Kent County Council will endeavour to push the NHS and Tunbridge Wells Borough Council to resolve the situation.

Mr. Croughton will investigate the routes of the Bus Service Numbers quoted. A direct service from Sevenoaks which is the main concern of Kemsing residents, does not appear included in any proposed bus service enhancements.

11. **COMMITTEE AND OFFICER REPORTS**

(a) Planning Committee

Mr. Dawes proposed and Mr. Croughton seconded:

*"That the minutes of the meeting held on 16 April 2012, Ref No P/07/2012, be received."*

CARRIED unanimously

(b) Report from Chairman

Play Place will run a free Family Fun Day on the Common Field Recreation Ground on Wednesday, 6 August 2012 between 3 and 5 p.m.

(c) Reports from Councillors

Mr. Bennett reported that there will be a walk at Oxenhill Shaw Woods on Saturday, 26 May 2012.

12. **DONATIONS & SUBSCRIPTIONS**

(a) Oaks Christmas Dinner Steering Group

Mrs. Cole proposed:

*"That the Parish Council makes a contribution of £350 to Kemsing Primary School towards the Christmas Dinner."*

CARRIED unanimously

13. **LOCAL WORKS – SUSTAINABLE COMMUNITIES ACT CAMPAIGN**

A request from Local Works to support the Sustainable Communities Act Amended Act of 2012 was considered. The Act requires the government to make regulations that will create a new legal right for Town and Parish Councils to be able to drive the actions and assistance government takes to create and protect thriving local communities. This has been delayed for some nine months now and National Co-ordinator of Local Works are asking support from Parish Councils to urge local MP's to press for the regulations to be placed higher on the agenda.

Mr. Croughton proposed and Mrs. Cole seconded:

*"That the Parish Council writes to MP Michael Fallon to ask for his support in ending the delay of these regulations."*

CARRIED 10 in favour, 1 against [Mr. Bennett]

14. **BUSINESS REQUIRED BY STATUTE**

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

The current charges of £10.00 per annum for posted and £3.00 per annum collected were reviewed.

Mr. Croughton proposed and Mr. Bennett seconded:

*"That the charge of £10.00 per annum for posted documents be increased to £15.00 per annum.*

*The charge of £3.00 for collected documents remains unchanged."*

CARRIED 10 in favour, 1 against [Mr. Dawes]

(b) PCC Annual Accounts for 2012

A copy is available from the Clerk.

(c) Statement of Accounts for the Year ended 31<sup>st</sup> March 2012

The statement of accounts for the year ending 31 March 2012 was approved and the Internal Auditor's Report noted. The Annual Governance Statement was approved and signed by the Chairman.

**15. ACCOUNTS FOR PAYMENT**

Cheque number 204469 for £105-00, payable to NALC in respect of the annual subscription fee, (approved at the previous Parish Council meeting), was returned as the incorrect subscription fee renewal document had been sent to the Parish Council previously. NALC returned the payment of £105-00, together with the new subscription fee request, which is £115-00. In order to proceed with the subscription an additional amount of £10 is required.

Mr. Eaton proposed, seconded by Mrs. Cole:

*“That the Parish Council approves the attached payment list (cheque numbers 204477 to 204489), as well as cheque number 204491 in respect of the Internal Audit, and an additional cheque to the value of £10 (cheque number 204492) to pay the NALC subscription in full. The insurance premium of £5587-61 (cheque number 204490) would be delayed until 1 June 2012 as the Clerk would endeavour to obtain an alternative quotation, and providing the same insurance cover is received, the lower quotation should be accepted. To also note the receipt list.”*

*CARRIED* unanimously

**16. PACT MEETINGS**

As a result of a recent review of existing PACT committees, Sevenoaks District Council has identified a number of these which have fulfilled its purpose. Kemsing was one of the Committees which have been disbanded for the time being.

**17. COMMON FIELD RECREATION GROUND TRUST**

The Trust's activities were reviewed and end of year statement of accounts noted.

*RESOLVED: The Trust agreed to contribute £400 towards the maintenance of the Common Field in 2012/2013.*

**18. INFORMATION REPORT**

The following information was noted:-

- (a) Kemsing Village Picnic – 5 June 2012 (Notes of a meeting held on 23 April 2012)
- (b) Clerks and Councils Direct magazine – May 2012
- (c) Campaign to Protect Rural England – Fieldwork magazine – Spring 2012
- (d) Society of Local Council Clerks – The Clerk magazine – May 2012
- (e) National Association of Local Councils – Direct Information Service Issues 781-783
- (f) Road Closure – Pilgrims Way East, Otford between Beechy Lees Road and Rowdow Lane [commencing 2 July 2012 for 5 days to lay a new HV electric cable. Diversion via Childsbridge Lane and A225 Sevenoaks Road.]
- (g) Kent Wildlife Trust – Wild Kent magazine – Spring 2012
- (h) Kent Downs Orchid newsletter – Spring 2012
- (i) South East Water resource update – Spring 2012
- (j) Sevenoaks & Swanley Citizens Advice Bureau – Letter of appreciation for donation
- (k) Hospice in the Weald – Newsletter – Spring 2012

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

**20. DATE OF NEXT MEETING**

20 June 2012

The meeting closed at 9.30 p.m.