

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, 15 May 2013 at 7.30 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 [arrived at 8.05 p.m.],
Dr. P. Walker, Mrs. R. Wedderburn
- IN ATTENDANCE: Mr. C. Hennis (Play Place Youth Club)
Mrs. Y. Tredoux (Clerk)
- APOLOGIES: District Councillor Miss L. Stack

1. ELECTION OF CHAIRMAN

Dr. Walker proposed and Mrs. Robarts seconded:

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

CARRIED unanimously

2. ELECTION OF VICE-CHAIRMAN

Mrs. Cole proposed from the Chair:

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

CARRIED unanimously

3. MEMBERSHIP OF COUNCIL COMMITTEES

The appointment of Members to Council Committees for 2013/2014 was 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. Robarts
- (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. Dickinson and would 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. Bennett 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.

6. St. EDITH HALL MANAGEMENT COMMITTEE (SEHMC)

- (a) The Council approved the appointment of Trustees as per letter dated 12 May 2013 received from the St. Edith Hall Committee.
- (b) Treasury Bond Investment – The Council was asked to refund the redemption proceeds received in 2012 on behalf of the SEHMC. The investment, which was thought to have been made originally in the 1920's by Sir Mark Collett, was intended to be used towards the maintenance costs of the village hall. It would appear that the funds had matured in the 1970's and had been re-invested at that time. The Bond was automatically redeemed in January 2012 and the proceeds totalling £1,498-94 was paid into the Parish Council's bank account.
Mr. Eaton proposed and Mrs. Wedderburn seconded:
"That the Parish Council refunds the redemption proceeds to the SEHMC."
CARRIED unanimously

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

In relation to the earlier starting time of the Parish Council meetings and some Committee meetings, the Clerk reminded the Parish Council that the Standing Orders need to be amended accordingly.

Mrs. Cole proposed:

“That the existing Standing Order No 1(a) :

*[Meetings of the Council shall be held at the St. Edith Hall unless the Council has otherwise decided at a previous meeting. Meetings shall commence at 8.00 p.m. and finish by, or be adjourned at, 10.30 p.m. unless a motion be passed at that time to continue the meeting.], **be amended as follows:-***

*[Meetings of the Council shall be held at the St. Edith Hall unless the Council has otherwise decided at a previous meeting. Meetings shall commence at **7.30 p.m.** and finish by, or be adjourned at, 9.30 p.m. unless a motion be passed at that time to continue the meeting.]”*

The motion was not put to the vote in accordance with Standing Order No 41(b) : *[A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.]*

Mr. Croughton proposed and Mr. Buttifant seconded:

“That the existing Standing Order No 1(a) :

*[Meetings of the Council shall be held at the St. Edith Hall unless the Council has otherwise decided at a previous meeting. Meetings shall commence at 8.00 p.m. and finish by, or be adjourned at, 10.30 p.m. unless a motion be passed at that time to continue the meeting.], **be amended as follows:-***

*[Meetings of the Council shall be held at the St. Edith Hall unless the Council has otherwise decided at a previous meeting. Meetings shall commence at **7.30 p.m.** and finish by, or be adjourned at, **10.00 p.m.** unless a motion be passed at that time to continue the meeting.]”*

The motion was not put to the vote in accordance with Standing Order No 41(b) : *[A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.]*

Members considered the Clerk’s note regarding the calendar of meetings, which suggested that no Parish Council meeting is held in August.

Mrs. Cole proposed:

“That there will be no scheduled Parish Council meeting in August this year. An Extra-Ordinary meeting would be called if necessary. The situation to be reviewed at the next Annual General Meeting of the Council.”

CARRIED unanimously

- *RESOLVED: The draft calendar of meetings for the ensuing year was approved as circulated, subject to the following amendments:- Downland Management Committee meeting (changed to 22 May 2013) and Recreation Grounds Committee meeting (changed to 29 May 2013) and removal of the Parish Council meeting in August 2013.*

8. **MINUTES**

Mrs. Cole proposed:

“To approve the minutes of the meeting held on 17 April 2013, Ref KPC/04/2013, subject to a few minor amendments.”

CARRIED unanimously

Mrs. Cole proposed:

“To approve the minutes of the Extra-Ordinary meeting held on 29 April 2013, Ref KPC/05/2013.”

CARRIED unanimously

9. **MATTERS ARISING FROM THE MINUTES**

(a) Speeding along Childsbridge Lane (Minute 2(a) KPC/04/2013 & Minute 1 KPC/05/2013)

The Sevenoaks Joint Transportation Board called a meeting with the interested parties (Kemsing Parish Council, Seal Parish Council, Kent County Council, Network Rail and West Kent Police), to discuss details of the proposed scheme in full, was held on 9th May 2013. The Kent Highway Engineer, Mr. S. Noad coordinated and led the meeting which was attended by two representatives from Seal Parish Council, one resident on behalf of the Speed Campaign Group in Seal, Mr. Buttifant, Mrs. Wedderburn, Mr. Croughton and the Clerk.

Unfortunately both Mr. N. Chard (Kent County Councillor) and Mr. R. Parry (Chairman of the Sevenoaks Joint Transportation Board), were not able to attend. The other parties were disappointed by the absence of Messrs Chard and Parry, but were keen to progress the matter. Mr. Noad suggested that a feasibility study would be crucial in order to progress with the scheme, however, funding (approximately £8,000), was needed. The Group agreed that Mr. Chard be asked to fund the feasibility study from his Highway Members' Allowance. Observations from the study would be presented to both Parish Councils for consideration.

(b) Village car park – Community Right to Bid (Minute 2(b) KPC/04/2013)

Sevenoaks District Council (SDC) advised that they had not received the application form. A duplicate application form had been submitted to SDC on 29 April 2013. District Councillor Miss L. Stack supported the Parish Council's application and SDC confirmed that a decision would be made by 25th June 2013. Mrs. Cole had informed Mr. Chamberlain (Wealden Homes) of the Parish Council's application to include the car park on the Community Asset Register.

(c) Library Services (Minute 2(c) KPC/04/2013)

No further update.

(d) Bus shelter at Greenlands Road (Minute 2(d) KPC/04/2013)

Tyrrells Fencing started the work on Friday, 3rd May. When the workmen started removing the timber cladding, they noticed that the structure contained asbestos-like material and ceased work immediately. The Clerk had put warning notices on the bus shelter, instructing people not use it and sealed off the entrance. Emergency arrangements were made by the Clerk and the Chairman to obtain an asbestos survey, which was carried out on 9th May 2013. The sample analysis confirmed that the material was asbestos {chrysotile} and the recommended action was to remove or repair the cladding and asbestos by licensed contractors. Members agreed that, in these exceptional circumstances, and given the fact that the structure was in such a poor state of repair, it would not be cost effective to repair the structure and that it should be removed completely, however, the bench should remain. The Clerk confirmed that she had already been in touch with a contractor and awaited a quotation.

A second quotation would be obtained.

Mrs. Cole proposed:

"That Mr. Eaton and the Clerk be given delegated power to accept a suitable quotation for the removal of the timber structure, including the asbestos, as soon as possible. To be funded from the Parish Council's Contingency Fund."

The Noah's Ark Residents' Association would be advised accordingly.

The Council resolved to bring forward Item 9(j).

8.03 p.m. *The meeting was adjourned to allow for public participation.*

Play Place Innov-8 (Minute 2(j) KPC/04/2013)

Mr. Hennis answered questions relating to the Youth Club's accounts and gave assurance that the funds provided by the Parish Council, had always been used for the Kemsing Youth Club. However, this year, the young people had been successful in obtaining funding as a result of 3 separate applications and secured some £4,300 for Kemsing and Seal.

At a recent Youth Advisory Group meeting, the young people had shown interest in increasing the provision by exploring the idea of combining the services of Kemsing and Seal. (The youth club in Kemsing operate on a Monday evening and in Seal on a Tuesday evening). This would provide youth club facilities for both villages twice a week and would be achieved by providing a transport service for the young people to and from the villages. It is therefore suggested to amalgamate the recent grant monies received, including the grants from Seal and Kemsing Parish Councils, to offer regular activities twice a week for 32 weeks of the year. Mr. Hennis thanked the Parish Council for its continued support.

8.05 p.m. Mrs. Ross arrived.

The Council thanked Mr. Hennis for attending the meeting and for the excellent service provided by Play Place.

8.15 p.m. Mr. Hennis left the meeting.

Mrs. Dickinson proposed and Dr. Walker seconded:

“That the Parish Council confirms to Mr. Hennis that the Parish Council would make available a grant of £3,600 to Play Place for the youth club provision in Kemsing for the 2013/2014 financial year. These funds would be payable in 12 monthly instalments of £300.”

CARRIED unanimously

(e) Councillor Casual Vacancy (Minute 2(e) KPC/04/2013)

One candidate had applied for the Parish Councillor vacancy.

Dr. Walker proposed and Mrs. Cole seconded:

“That Mr. A. Andrews be co-opted as Parish Councillor.”

CARRIED unanimously

(f) Speeding in Noah’s Ark (Minute 2(f) KPC/04/2013)

Kent County Council Highways & Transportation had been informed of the problem area and a reply was awaited.

(g) Grass verge damage (Minute 2(g) KPC/04/2013)

A response from Kent County Council Highways & Transportation Department was awaited regarding a site visit.

(h) Trees – Fairfield Close (Minute 2(h) KPC/04/2013)

Some work had been carried out.

(i) Play Place Innov-8 (Minute 2(j) KPC/04/2013)

See Item 9 (d) above for details.

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

There were no questions from the public or press.

11. **COMMITTEE AND OFFICER REPORTS**

(a) Planning Committee

Mr. Dawes proposed and Mr. Croughton seconded:

“That the Parish Council accepts the minutes of the meeting held on 15th April 2013, Ref No P/06/2013.”

CARRIED unanimously

Mr. Dawes proposed and Mr. Croughton seconded:

“That the Parish Council accepts the minutes of the meeting held on 29th April 2013, Ref No P/07/2013.”

CARRIED unanimously

(b) Report from Chairman

A letter of appreciation from Mrs. C. Copleston for the Parish Council's grant towards the Kent Tree and Pond Warden Scheme was noted.

(c) Reports from Parish Councillors

(i) *Proposed Church Hall and vicarage development:-*

Mr. Croughton reported that he had been invited by the Parochial Church Council's (PCC) Secretary to discuss possible ways forward for the PCC's desire to replace the existing Church Hall and to build a new vicarage. It had been suggested that interested parties participate in a brain storming exercise as a way of moving forward. Mrs. Cole had also been contacted by Mr. Chamberlain from Wealden Homes, who had attended a meeting with Members of the PCC, and it was his view that the interested parties were represented at any future discussions.

Several Councillors were concerned that should the Parish Council become involved, it might be perceived later as pre-determination when any formal planning application was submitted.

Mr. Dawes urged the PCC to make the appropriate consultation with Sevenoaks District Council as a way forward.

Mr. Croughton proposed that:

"The Parish Council considers appointing a Councillor to represent the Parish Council at such a meeting." - The motion was not seconded at this stage.

The Clerk pointed out to the Council that this item had not been included on the agenda and therefore, in accordance with the Parish Council's Standing Order No 14(a), this motion could not be moved and that this item would have to be deferred to the next Parish Council meeting for consideration.

Mr. Croughton withdrew his proposal.

(ii) *Possible closure of Dynes Road Post-Office*

Mr. Bennett understood that, due the Post-Office might be closing next week. The Parish Council had not received any formal notification as yet.

(iii) *Parish Councillor Resignation*

Mrs. Ross advised, that, due to personal commitments, she had decided to resign as Parish Councillor. Members were sad to accept Mrs. Ross' resignation, and thanked her for her continued support over the years and wished her well for the future.

(d) Reports from District Councillors

District Councillor Miss Stack was unable to attend the meeting due to another commitment at Sevenoaks District Council, however, she did submit a written report which had been tabled at the meeting. The District Council had, for most of the past 100 years, operated under a Committee system, but had changed to a Cabinet and Leader system in 2001. Sevenoaks District Council had recently considered changing the existing system to be more democratic, accountable and efficient. Miss Stack's report covered the Governance Review which had resulted in the following changes, to be trialled for one year:-

- Change of Cabinet position holders on both Planning and Housing
 - Policy Advisory and Scrutiny function which have input in decision making
- Miss Stack is now back on the Development Control Committee

12. **DONATIONS & SUBSCRIPTIONS**

(a) Oaks Christmas Dinner Steering Group

Mr. Eaton proposed and Dr. Walker seconded:

"That the Parish Council provides a grant of £350 to Kemsing Primary School for this year's Oak Christmas Dinner for elderly residents in Kemsing which is to be held on 7th December 2013."

CARRIED unanimously

13. **BUSINESS REQUIRED BY STATUTE**

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

Mrs. Cole proposed:

“That there is no change to the current charges, i.e. £15.00 per annum for posted and £3.00 per annum collected.”

CARRIED unanimously

(b) Statement of Accounts for the Year ended 31st March 2013

Mr. Eaton proposed and Dr. Walker seconded:

“That the Parish Council approves the draft statement of accounts for the year ending 31 March 2013.”

CARRIED unanimously

(c) Independent Internal Auditors’ Report for the Year ended 31st March 2013

A copy of the Internal Auditors’ Report had been circulated to Councillors prior to the meeting. The Clerk was commended for her hard work.

Mrs. Cole drew attention to the recommendation by the Auditor relating to access via internet to view bank statements. The paper statements were not received until 2-3 weeks after the 31st March which delayed the closure of the accounts and the Internal Audit.

- *RESOLVED: (i) That Mrs. Banister be thanked for her report which was accepted and noted.*
- (ii) Clerk to investigate options of whether online facilities exist to view bank statements only, and to report back at the next Parish Council meeting.*

(d) Appointment of Internal Auditor for the ensuing financial Year ending 31st March 2014

Mrs. Cole proposed:

“That Mrs. Banister be appointed as Internal Auditor for the next Financial Year.”

CARRIED unanimously

(e) Annual Return for Audit Commission – Annual Governance Statement 2012/13

Mrs. Cole proposed:

“That the Parish Council approves Questions 1 to 9 of the Annual Governance Statement.”

CARRIED unanimously

(f) PCC Annual Accounts for 2013

The accounts had been received and are available from the Clerk on request.

14. **ACCOUNTS FOR PAYMENT**

Mr. Eaton proposed and Mr. Croughton seconded:

“That the Parish Council approves the list of payments (Vouchers 18 to 38) and notes the list of receipts (Vouchers 1 to 4).”

CARRIED unanimously

15. **WALL ADJACENT TO THE WELL AREA AND JOINING THE BELL PUBLIC HOUSE GARDEN**

Mrs. Cole explained that the Downland Management Committee had considered repairing the wall, as there were some loose coping tiles. There was no evidence of the wall being structurally unsound, but it was deemed to be advantageous to reduce the weight of the ivy on the wall, which was also growing on the wall inside The Bell Public House garden. Removing the ivy proved a difficult task as it was exceptionally heavy with very thick roots. Inevitably several of the loose tiles had broken or fallen off during the removal. Remedial rendering is now necessary to repair the wall, particularly the side at The Bell Public House garden. The current Downland Management Committee budget does not allow for any further work.

The wall is situated in a prominent location within the village which is also in the Conservation Area and the Parish Council is asked to fund the proposed repairs to the wall from the General Contingency Fund. A quotation for the remedial work totalling £1,480 (excluding VAT) was obtained.

Mrs. Cole proposed:

“That the Parish Council accepts the quotation of £1,480 for the repairs to the wall.”

CARRIED 11 in favour, 1 abstention (Mr. Bennett)

16. **COMMON FIELD RECREATION GROUND TRUST**

(a) 2012/13 Contribution towards Maintenance of the Common Field

The Trust had agreed to contribute £400 towards the maintenance of the Common Field in 2012/2013, which had been paid on 26 September 2012.

Mr. Eaton proposed and Mrs. Cole seconded:

“That the Trust makes a contribution of £400 to the Parish Council for 2013/2014.”

CARRIED unanimously

(b) Income and Expenditure for the Year 2012/13

The Trust noted the Statement of Accounts for the year 2012/13.

(c) Annual Report 2012/13

The Trust noted the updated Annual Report.

(d) Charity Commission

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

(e) Reports

Redmayne Bentley Stockbrokers advised that the Trust’s investment scored a Low/Medium risk following an Investment Objectives and Risk Analysis carried out recently.

17. **INFORMATION REPORT – *The following information was noted:***

(a) Kent Association of Local Councils – Parish News.

(b) Campaign to Protect Rural England – CPRE’ new Transport Toolkit, Invitation to Bore Place on 13th June 2013 & Kent Voice magazine.

(c) West Kent Police (Meet your Police and Crime Commissioner Events) – Events to take place for Parish and Town Councils will be on 16th July, 24th July and 31st July.

(d) Road Closure – Honey Pot Lane, Kemsing {12th July for 5 days – to enable safe access/loading of vehicles required to replace the Kemsing Station footbridge}.

(e) Clerks & Councils Direct – May 2013 issue.

(f) The London Green Belt Council – Minutes of the meeting held on 13th March.

(g) Society of Local Council Clerks – The Clerk magazine.

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

Parish Councillor vacancy.

19. **DATE OF NEXT MEETING**

Wednesday, 19th June 2013.

The meeting closed at 9.15 p.m.

Signed by Chairman : Date: