

**KEMSING PARISH COUNCIL**

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**Minutes of a Meeting held in the Small Hall, St. Edith Hall, Kemsing,  
on Wednesday, 20 July 2011 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. J. Jermain, Mrs. M. Robarts
- IN ATTENDANCE: 3 Members of the Public  
District Councillor Mr. N. Butler  
Mrs. Y. Tredoux (Clerk)
- APOLOGIES: Mrs. W. Ross, Dr. P. Walker, Mrs. R. Wedderburn  
County Councillor Mr. N. Chard

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

*Mrs. Robarts expressed a personal interest in Item 5 (a) as being the Treasurer of the Kemsing Festival Committee.*

1. **MINUTES**

Mrs. Cole proposed:

*"To approve the Minutes of the Meeting held on 15 June 2011, Ref KPC/06/11, subject to the following amendments:*

*Page 4 – 3rd paragraph, 5<sup>th</sup> line : 'refurbished' should read 'refurbishing'*

*Page 4 – 5<sup>th</sup> paragraph, 1<sup>st</sup> line : replace 'Finance Committee' with 'Parish Council'"*

*CARRIED unanimously*

2. **MATTERS ARISING FROM THE MINUTES**

(a) Capital projects (Minute 2(a) KPC/06/11)

*St. Edith Hall – No progress reported.*

*Play Areas – The Clerk's report on a meeting held with a representative from a playground equipment supplier was noted. Mr. Croughton proposed and Mrs. Cole seconded:*

*"That the Parish Council accepts the agreed quotation for the refurbishment of both play areas, the total cost of which would be funded 50% from Reserves and 50% to be borrowed from Reserves, repayable from the Precept at a rate of £5,000 per annum for a period of 10 years."*

*CARRIED 5 in favour, 2 against, 2 abstentions*

*Public car park – The Clerk's report on a meeting held with the Professional Services Manager at Sevenoaks District Council was noted. It was decided that no further action could be taken at this stage.*

(b) West End – safety issues on footpath (Minute 2(b) KPC/06/11)

The report is awaited at the end of July. The Council noted a letter dated 23 June from a resident expressing his concern regarding illegal parking on the grass verges and footpaths and the unacceptable traffic situation in West End, particularly the stretch of road between The Landway and St. Edith Road. A response had been sent by the Clerk on 4 July, giving detailed answers to the questions raised.

(c) Parish Councillor vacancy (Minute 3 KPC/06/11)

The closing date for requesting an election was Friday, 8<sup>th</sup> July. The vacancy had been advertised and candidates should register their interest by no later than Friday, 29 July 2011. It is hoped that co-option would take place at the Parish Council Meeting on 17 August 2011.

- (d) Membership of Council Committees - Removal of appointment of an Emergency Services Officer (Minute 4 KPC/06/11)  
Mrs. Cole proposed:  
*"To remove Standing Orders Appendix A [item A2 (b)] and [item A21 (a & b)] and A22."*  
CARRIED unanimously

3. **COMMITTEE AND OFFICER REPORTS**

(a) Planning Committee

Mr. Dawes proposed and Mr. Croughton seconded:

*"To accept the Minutes of the Meeting held on 13 June 2011, Ref No P/10/2011."*

CARRIED unanimously

Mr. Dawes proposed and Mrs. Cole seconded:

*"To accept the Minutes of the Meeting held on 27 June 2011, Ref No P/11/2011."*

CARRIED unanimously

Mr. Dawes proposed and Mrs. Cole seconded:

*"To accept the Minutes of the Meeting held on 11 July 2011, Ref No P/12/2011."*

CARRIED unanimously

(b) Recreation Grounds Committee

Mrs. Cole proposed:

*"To accept the Minutes of the Meeting held on 13 July 2011, Ref No RG/04/2011, subject to the following amendments:*

*Page 1, Item 4, paragraph 4 - replace 'North West' with 'North East'*

*Page 2, Item 3, paragraph 1 – replace 'North West' with 'North East'"*

CARRIED unanimously

Mrs. Cole drew attention to item 4 – Sevenoaks Town Junior Football Club's request to use the football pitch on the Common Field. The Club (which currently has around 70 players and 13 Team Managers and Coaches from Kemsing), had used the facilities at Knole Academy, but had lost the pitch due to the development work being undertaken at the school. The Club asked the Parish Council to consider making available a pitch on Sunday mornings between 10.30 a.m. and 11.30 a.m. The Council felt that this would benefit many residents of Kemsing. Kemsing United Football Club, in principle, had no objection.

Mrs. Cole proposed:

*"To allow the Sevenoaks Town Junior Football Club use of the 'third pitch' on the Common Field (North East corner of the Common Field), on Sunday mornings between 10.30 a.m. and 11.30 a.m. from 1 September 2011 to 30 April 2012). The Club would be presented with an agreement, similar to the existing agreement with Kemsing United Football Club."*

CARRIED unanimously

The representative from the Sevenoaks Town Junior Football Club thanked the Parish Council for the use of the Common Field.

Item 2 (f) – Common Field Recreation Ground maintenance – job specification

RESOLVED: *The Council approved the draft specification.*

(c) Report from Chairman

*Proposed closure of Watery Lane for railway bridge repairs* – The Parish Council had received a number of emails from business owners at Chaucer Business Park, objecting to the proposed work and diversion routes put in place by Kent Highway Services. The Clerk had replied that the Parish Council is very concerned about the proposed diversions, which would have an enormous impact on the roads in Kemsing, but the Parish Council is satisfied that Kent Highway Services had thoroughly explored all the possible options and that they had agreed to the best practicable option available.

RESOLVED: *To refer all comments received to County Councillor, Mr. N. Chard, who would be asked to take the matter up with Kent Highways.*

*Leisure Plot Fund (see Minute 5 (c) KPC/06/11)* – A letter dated 15 July 2011 from the Trustees of the Pilgrims Way Residents' Fund was noted. The Trustees are proposing to arrange for a Savings Certificate to be transferred to Kemsing Parish Council – Trustees of Leisure Plot Fund for the funds to be held in a Trust. Mr. Bennett proposed and Mrs. Cole seconded:

*"It is undesirable for the Parish Council to accept a Savings Certificate in the name of a Trust. The Parish Council prefers the funds in cash or cheque which would be paid into a separate savings account held in the name of Kemsing Parish Council."*

*CARRIED* unanimously

*RESOLVED: Clerk to write to the Trustees accordingly.*

*Beaver Scouts (See Minute 15 KPC/05/11)* – A reply dated 13 July was noted. The Beaver Scout Leader has sought advice about the Parish Council's suggestion to create a bluebell wood under the trees in the North East corner of the Common Field. The advice was that it would take between 10 to 15 years to create a bluebell wood. The Beaver Scouts asked to explore the idea of planting a tree. The Council does not want any more trees in The Well area. Mrs. Cole suggested the Beaver Scouts plant a specimen tree in the area north west of the Common Field where there are existing specimen trees.

*RESOLVED: The Clerk to write to the Beaver Scouts accordingly.*

*Sevenoaks District Standards Committee* – Parish Councillors in the District were invited to consider joining the Standards Committee. Mrs. Dickinson expressed an interest.

*Kemsing Primary School SATs Results* – Mrs. Cole was presented at the Meeting with a copy of a letter dated 18 July from Head Teacher, Mrs. E. Mumford, addressed to parents. Class 6, of which 93% of pupils had achieved a level 4 or above in both English and Maths combined, was congratulated for all their hard work. Councillors were pleased to note that the school is now considered as 'outstanding' following this achievement.

*9.47 p.m. Mr. Dawes left the Meeting.*

(d) Reports from Councillors

*Japanese Knotweed* – Mr. Buttifant reported that this foreign plant had been observed in the village. This was first reported approximately 3 years ago to the Public Rights of Way Officer at Kent County Council, who advised that there is no legal requirement to eradicate the plant. Information received from the Environment Agency confirmed this. Although it can grow through concrete and could cause severe damage to buildings, the plant is not poisonous, but can out compete native plants. In view of the close proximity to the Oxenhill Shaw meadow plantation it was felt that it could present a problem if it spread to that area. Specialist advice on how to remove and dispose of this plant should be sought.

*9.55 p.m. Mr. Dawes returned to the Meeting.*

*RESOLVED: Clerk to inform landowner of the possible dangers should it spread to other areas and to ask for appropriate action to be taken to eradicate it.*

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

District Councillor Mr. Butler gave an update of discussions with Sevenoaks District Council regarding the safety of the remaining structure of the Wheatsheaf Public House following the devastating fire. The site, which now falls under the Health and Safety Executive's control, has been made secure. No information regarding the future of the Public House had been released yet.

*10.02 p.m. Mr. Butler left the Meeting.*

5. **DONATIONS & SUBSCRIPTIONS**

(a) Kemsing Festival Committee

The Parish Council had agreed to make available £250 as a financial contribution towards the Kemsing Festival Committee's public liability insurance costs. An invoice to the Parish Council from

the Committee's Insurance Broker for Public Liability Insurance cover for the period 11 September 2011 to 25 September 2011 for the amount of £303-00, was received.

The Parish Council was asked to make the payment directly to the Insurance Broker and not the Festival Committee as they have no banking facilities. This is in addition to the agreed donation of £350 for initial administrative costs, which would include printing of programme costs.

Mrs. Cole proposed:

*"That the Council pays the invoice of £303-00 directly to Riverside Insurance Brokers, to cover the Kemsing Festival Committee's public liability insurance costs for the period 11 September 2011 to 25 September 2011. "* CARRIED 8 in favour, 1 abstention {Mrs. Roberts}

6. **VISION FOR KENT CONSULTATION**

The Parish Council was invited to comment on the draft vision for Kent 2011/2012.

Mr. Croughton proposed and Mr. Jermain seconded:

*"The Clerk to complete the form on behalf of the Council. In particular, the Council would like to comment on the provision of adequate finance to enable the Citizens Advice Bureau to continue to provide sound advice to people in difficulty."*

CARRIED unanimously

7. **KENT VILLAGE OF THE YEAR 2011 COMPETITION**

It was agreed not to enter this competition.

8. **APPOINTMENT OF AUDITOR**

Mrs. Cole proposed:

*"That Mrs. R. Banister be appointed as Auditor to conduct the Parish Council's 6 monthly interim audit in October 2011."*

CARRIED unanimously

9. **BANK ACCOUNT MANDATES**

The bank mandates are in the process of being updated. The list of new signatories to be added and signatories to be deleted is appended to the Minutes.

10. **CLARIFICATION OF COMMON FIELD RECREATION GROUND TRUST**

A note dated 28 June 2011 prepared by Mr. Bennett, asking for a number of issues to be clarified, was noted. The Clerk had a conversation with the Charity Commission, who has indicated that it would be best if the enquiry is made in writing.

Mr. Croughton proposed and Mr. Bennett seconded:

*"That written advice is sought from the Charity Commission regarding the issues relating to the Common Field Recreation Ground Trust and that an accurate statement about the Trust and its responsibilities is supplied to the Councillors."*

CARRIED 8 in favour, 1 abstention {Mrs. Cole}

11. **ACCOUNTS FOR PAYMENT**

Mr. Eaton proposed and Mrs. Cole seconded:

*"That the Council approves the list of payments as presented (cheque numbers 204266 to 204284) and to note the list of receipts as presented."*

CARRIED unanimously

12. **INFORMATION REPORT**

The information report was noted.

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

There were no matters discussed.

14. **DATE OF NEXT MEETING**

17 August 2011

The Meeting closed at 9.21 p.m.