

KEMSING PARISH COUNCIL

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**Minutes of a meeting held in the Small Hall, St. Edith Hall, Kemsing,
on Wednesday, 19 June 2013 at 7.30 p.m.**

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

IN ATTENDANCE: 2 Members of the Public
Mrs. Y. Tredoux (Clerk)

APOLOGIES: Mrs. R. Wedderburn

Mrs. Cole welcomed Mr. Andrews to the Parish Council.

1. MINUTES

Mrs. Cole proposed:

"That the Parish Council approves the minutes of the meeting held on 15 May 2013, Ref KPC/06/2013, subject to the following amendments:-

Item 11 (d), 3rd line to read: '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

Item 7, 11th line should be 9.30 p.m. and not 10.30 p.m."

CARRIED unanimously

2. MATTERS ARISING FROM THE MINUTES

(a) Speeding along Childsbridge Lane (Minute 9(a) KPC/06/2013)

It was understood that County Councillor Mr. N. Chard had agreed to fund a feasibility study.

Mr. Bennett reported that the 30 mph speed limit signs at the Seal village gateway were obscured by overgrown vegetation. *Mr. Buttifant would investigate and take necessary action.*

(b) Village car park – Community Right to Bid (Minute 9(b) KPC/06/2013)

A reply from Sevenoaks District Council was expected on 25th June 2013.

(c) Library Services (Minute 9(c) KPC/06/2013)

The Clerk had enquired from Kent County Council if any progress had been made. Kent County Council's (KCC) Libraries, Registration & Archives Service Improvement Programme Manager advised on notes dated 29th & 31st May 2013 that KCC had taken on board comments from the Parish Council and residents, but was keen to forward the conversation and any further ideas that people might have. The savings should be achieved for the 2014/15 and 2015/16 financial years.

Mr. Croughton asked that the Parish Council re-iterated its comments regarding the necessity for double glazing windows which would achieve significant savings on heating costs in the long-term.

(d) Bus shelter at Greenlands Road (Minute 9(d) KPC/06/2013)

The structure had been removed on 7th June 2013 at a cost of £900 (excluding VAT). Unfortunately it was not possible to retain the seat during this process. To date a total of £1,020 had been spent on this.

Members noted a letter received from the Noah's Ark Residents' Association (NARA) dated 12th June, asking the Parish Council to consider installing a replacement bus shelter at the same location. The previous shelter had been used as a bus shelter and a place for older people to rest. NARA had offered their services to look after a new shelter and also keeping it clean.

Members also noted the Clerk's report dated 11th June 2013. The Parish Council had received a number of complaints from residents in Noah's Ark and Greenlands Road since the removal of the bus shelter. Most of these concerns were about the elderly people who do not have anywhere to rest whilst waiting for the bus.

County Councillor Mr. Nick Chard) advised the Clerk that there is a "*Parish Bus Stop Shelter Grant*" funded by KCC which offered assistance to Parish Councils to erect new or replacement bus stop shelters. The Scheme would cover 50% of the cost with a maximum of £2,000.

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

Mr. D. Mildenhall (representing NARA), informed the Parish Council that he had investigated prices for a new bus shelter, and the average price would be in the region of £1,800.

7.48 p.m. The meeting was re-convened.

Councillors were sympathetic towards the elderly residents and a suggestion was made that the Parish Council looks into providing at least a bench seat for people to rest.

Mr. Croughton proposed and Mrs. Cole seconded:-

"That this item is deferred to the next meeting.

Meanwhile alternative quotations would be sought for :

- *A basic bus shelter with a seat to be fitted to the existing concrete base.*
- *A simple timber bench seat to be fitted to the existing concrete base."*

CARRIED unanimously

(e) Councillor Casual Vacancy (Minute 11(c) (iii) KPC/06/2013)

Mrs. W. Ross' resignation was noted at the last meeting and the District Council had been notified.

Mrs. Cole proposed:-

"To approve Mr. A. Andrews' membership to the Planning and Finance Committees for 2013/2014."

CARRIED 10 in favour, 1 abstention (Mr. Andrews)

(f) Speeding in Noah's Ark (Minute 9(f) KPC/06/2013)

Kent County Council Highways & Transportation had advised on 19th June 2013 that unfortunately, "*KCC has no spare funds for speculative traffic surveys, particularly when there is no trend or pattern for speed related personal injury crashes in the previous three year data.*" KCC indicated that funding might be available through the County Councillors' Members Fund or the Parish Council could fund this directly. If there are serious speeding problems, the Police should be informed.

The Parish Council noted that the local Police Community Support Officer (PCSO) is aware of the current situation and does arrange speed checks in that area from time to time if and when resources are available.

RESOLVED: That Parish Council does not wish to proceed any further. NARA would be informed accordingly. The local PCSO would be reminded to carry out speed checks when practicable.

(g) Grass verge damage (Minute 9(g) KPC/06/2013)

A reminder had been sent to Kent County Council Highways & Transportation Department to find out whether any progress had been made, but unfortunately no reply had been received.

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Mr. Buttifant noted that one of the householders in the affected area in Childsbridge Lane had installed wooden stakes along the grass verge to deter people from parking on the verge.

- (h) Trees – Fairfield Close (Minute 9(h) KPC/06/2013)
The work would be concluded in due course.

RESOLVED: To remove this item from the agenda.

- (i) Calendar of Council and Committee Meetings - Standing Orders Amendments (Minute 7 KPC/06/2013)

Mrs. Cole proposed:

“That the Parish Council amends 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.], to the following:-

*[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.]”*

CARRIED unanimously

- (j) Wall adjacent to the Well area and adjoining the Bell Public House garden (Minute 15 KPC/06/2013)
The quotation had been accepted and the work would be carried out in due course.

- (k) St. Edith Hall Management Committee (SEHMC) - Treasury Bond Investment (Minute 6(b) KPC/06/2013)

Members noted the Clerk’s report dated 11th June 2013. The Parish Council had agreed to return the proceeds from an investment (originally made in 1924 and re-invested in Treasury Stock in 1972), which had been redeemed by HM Treasury in January 2012, to the St. Edith Hall Management Committee. Unfortunately, despite attempts from the Clerk and the Chairman, the original paperwork could not be located. Subsequently, in an email to the Parish Council, Mr. P. Burfield (Chairman of SEHMC) criticised the Parish Council and stated that the Parish Council had not followed the correct procedure and that it was solely the SEHMC’s decision on how to proceed with the funds.

Subsequently, Mrs. Cole reported to the Parish Council that the papers had been found this week and with them, an instruction dated 7th August 1924, which she had read to the Council, which explicitly stated that the Parish Council should make necessary arrangements to sell any part of or re-invest the funds and that the interest only received from the investment may be paid to the SEHMC.

In light of the new information, Mrs. Cole proposed:

“That this be referred to the Finance Committee to explore possible investment opportunities for the funds to be re-invested.”

CARRIED unanimously

- (l) Independent Internal Auditors’ Report for the Year ended 31st March 2013 (Minute 13(c) KPC/06/2013) – Online facilities for viewing bank statements

Mrs. Cole proposed:

“That Mr. Eaton and the Clerk be authorised to be able to view bank statements online.”

CARRIED unanimously

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

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

Referring to Item 2(k), Mr. Burfield said that it was not the Parish Council's decision on how to proceed, and that the SEHMC should be involved with this decision as well. Despite the instruction letter found with the original investment certificate, Mr. Burfield maintained that this instruction was superseded by the Charities Act and therefore no longer in force.

In Mr. Burfield's opinion, the Parish Council, as Custodian Trustees, did not have the right to make any decisions regarding the investment. Mr. Burfield expressed his disapproval with the Parish Council's manner of handling this and advised that he would inform the Charity Commission accordingly.

8.25 p.m. The meeting was re-convened.

Mr. Bennett proposed and Mr. Eaton seconded:

"That the Parish Council writes to the SEHMC inviting them to inform the Parish Council of what they wished the Parish Council to do with the Endowment proceeds that are currently in the Parish Council's bank account."

CARRIED 11 in favour, 2 abstentions (Mrs. Cole & Mrs. Robarts)

4. **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 13th May 2013, Ref No P/08/2013."

CARRIED unanimously

Mr. Dawes proposed and Mr. Croughton seconded:

"That the Parish Council accepts the minutes of the meeting held on 10th June 2013, Ref No P/09/2013."

CARRIED unanimously

(b) Downland Management Committee

Mr. Bennett proposed and Mr. Buttifant seconded:-

"That the Parish Council accepts the minutes of the meeting held on 22nd May 2013, Ref No DM/02/2013 and approves the following recommendation from these minutes [Item 11 (Appointment of Officers)]:- To appoint Mr. Bennett, Mr. Buttifant and Mrs. Dickinson as representatives on the Kemsing Downs Nature Reserve Advisory Group."

CARRIED unanimously

(c) Recreation Grounds Committee

Mrs. Cole proposed:

"That the Parish Council accepts the minutes of the meeting held on 29th May 2013, Ref No RG/03/2013."

CARRIED unanimously

(d) Finance Committee

Mr. Eaton proposed and Dr. Walker seconded:-

"That the Parish Council accepts the minutes of the meeting held on 5th June 2013, Ref No F/128/2013 and approves the following recommendation from these minutes [Item 8 (Reserve Fund)]:- To recommend to full Council to open an Investment account for the Leisure Plot Fund with another Financial Institution, transfer the funds to this account from the existing Co-operative bank account and close the Co-operative Bank account."

CARRIED unanimously

(e) Report from Chairman

There was no report received from the Chairman.

(f) Reports from Parish Councillors

Road Closure – Mr. Buttifant reported that School Lane, Seal, would be closed for 1 day on 12th August 2013 for resurfacing work to be carried out.

(g) Reports from District Councillors

There were no reports received from the District Councillors.

5. **DONATIONS & SUBSCRIPTIONS**

(a) Kent Wildlife Trust

Mr. Bennett declared a personal interest as being a member of Kent Wildlife Trust.

Mr. Eaton proposed and Mr. Buttifant seconded:

“That the Parish Council renews the annual subscription of £46.”

CARRIED unanimously

6. **CONSULTATIONS**

(a) South East Water Resources Management Plan (2015 – 2040)

The 25-year plan was drafted recently with a view to secure drinking water supplies across the region. The Parish Council was asked to respond to the consultation paper.

RESOLVED: That the Parish Council supports the proposals contained in South East Water’s Draft Water Resources Management Plan.

(b) Invicta Grammar School

The Valley Invicta Academies’ Trust is currently consulting on the proposal to develop an annex of Invicta Grammar School in Sevenoaks, Kent.

RESOLVED: That the Parish Council supports the proposal which would benefit pupils from Kemsing Primary School.

7. **RECYCLING UNITS IN THE VILLAGE CAR PARK**

Sevenoaks District Council (SDC) had been asked by the car park land owner to remove the 4 glass bottle banks, the clothing bank and the newspaper bank. SDC asked the Parish Council to consider an alternative site for 3 bottle banks only as the clothing bank is not essential and residents can dispose of newspapers through the clear recycling sacks. Glass remains a problem as there are no plans in the foreseeable future for the disposal of glass through the kerbside refuse collection. SDC suggested that it might be possible to install 3 bottle banks in the tennis court car park in Heaverham Road.

Some Members did not deem this site to be suitable, whilst other Members felt that the Parish Council should be prepared to explore this suggestion. Mr. Lang said it was necessary to allow for residents to comments on the suggestion.

RESOLVED: That the Parish Council writes to SDC, asking them to prepare and place notices on the recycling units, advising residents that the bins will have to be removed at the request of the new landowner and also invite residents’ comments on the re-location of the bins to the tennis court car park. SDC to provide resident’s feedback to the Parish Council where after the Parish Council would consider offering the tennis court car park as an alternative site.

8. **ST. EDITH HALL MANAGEMENT COMMITTEE (SEHMC) – END OF YEAR ACCOUNTS**

Members noted the accounts for the financial year ending 31st March 2013.

Mr. Croughton commended the SEHMC for the improved financial performance, which Mrs. Cole said, was attributed mostly to the income received from the Kemsing Boxing Club.

9. BUSINESS REQUIRED BY STATUTE

(a) Bank signatories

Mrs. Cole proposed the following amendments to the current bank mandate :

“Remove Mr. J. Jermain and Mrs. W. Ross and add Mr. A. Andrews.”

CARRIED unanimously

10. ACCOUNTS FOR PAYMENT

Mr. Eaton proposed and Dr. Walker seconded:

“That the Parish Council approves the list of payments (Vouchers 39 – 73) and to note the list of receipts (Voucher 5), and to approve the bank to bank transfer list (2 transfers dated 15th May 2013 between Banks 1 & 2) and (1 transfer dated 17th June 2013 between Banks 1 & 5).”

CARRIED unanimously

11. INFORMATION REPORT – The following information was noted:

(a) Kent Association of Local Councils

- Parish Newsletter
- Response to Department for Communities and Local Government on Localism

(b) National Association of Local Councils

- Direct Information Service – 22nd April ,20th May 2013 & 3rd June 2013
- Chairman’s update on meeting with the Department for Communities and Local Government Minister

(c) Department for Communities and Local Government

- Neighbourhood Planning notes
- Local Audit & Accountability Bill – This Bill was introduced to Parliament

(d) Sevenoaks District Seniors Action Forum – Notes on their recent activities

(e) Sevenoaks District Community Safety Partnership – Community Newsletter

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

Dynes Road Post-Office : Mrs. Cole was pleased to announce that the Post-Office had re-opened.

13. DATE OF NEXT MEETING

17th July 2013.

The meeting closed at 9.00 p.m.

Signed by Chairman : Date: