

KEMSING PARISH COUNCIL

Clerk's Office, St. Edith Hall, Kemsing, Sevenoaks, Kent, TN15 6NA

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Minutes of the Annual General Meeting held in the Small Hall, St. Edith Hall, Kemsing, on Wednesday, 16th May 2007 at 8.00 p.m.

PRESENT: Mrs. M. Cole (in the Chair)
Mr. D. Bennett, Mr. P. Burfield, Mr. B. Buttifant, Mr. G. Croughton,
Mr. R. Dawes [*Arrived 8.07 p.m.*], Mr. S. Smith
Mrs. W. Ross, Mr. I. Rumgay [Elected as Co-opted Members - Item 3]

IN ATTENDANCE: 2 Members of the Public
1 Member of the Press
Ms. Emma Moore – District Councillor [*Arrived at 8.05 p.m. and briefly introduced herself to the Parish Council – left at 8.06 p.m.*]
Miss Lorraine Stack – District Councillor [*Arrived at 8.15 p.m. and left at 8.30 p.m.*]
Mrs. Y. Tredoux (Clerk)

APOLOGIES: Councillor Mr. A. Waters

Mrs. Cole welcomed everyone.

Councillors signed the Declaration of Acceptance of Office in the presence of the Clerk.

1. ELECTION OF CHAIRMAN

Mr. G. Croughton proposed and Mr. D. Bennett seconded:

“That Mrs. M. Cole be appointed as Chairman of the Parish Council for the ensuing year.”

There were no other nominations and Mrs. Cole accepted.

CARRIED 4 in favour, 1 abstention

2. ELECTION OF VICE-CHAIRMAN

Mr. B. Buttifant proposed and Mr. G. Croughton seconded:

“That Mr. Burfield be appointed as Vice-Chairman of the Parish Council for the ensuing year.”

CARRIED unanimously

[8.07 p.m. Mr. R. Dawes arrived at the Meeting and signed the Declaration of Acceptance of Office.]

3. CO-OPTION OF NEW MEMBERS

Mrs. Cole proposed from the Chair:

“That Mrs. Wanda Ross be accepted as Co-opted Member of the Parish Council.”

CARRIED unanimously

Mrs. Cole proposed from the Chair:

“That Mr. Ian Rumgay be accepted as Co-opted Member of the Parish Council.”

CARRIED unanimously

Mrs. Ross and Mr. Rumgay signed the Declaration of Acceptance of Office and joined the other Members at the table.

4. **MEMBERSHIP OF COUNCIL COMMITTEES**

The Parish Council accepted the draft Committee and Representatives List (appended to the Minutes) for 2007/08.

Mr. Croughton suggested that, in view of the depleted number of Members, he was not confident that six Committees could be sustained.

It was AGREED that the Standing Order working group would consider the future of the Emergency Services Committee and the Highways Committee.

5. **APPOINTMENT OF REPRESENTATIVES**

The following appointments for 2007/08 were AGREED:-

- (a) Kemsing Allotment Holders Association
Mr. B. Buttifant
- (b) Kemsing Sports Association
Mr. R. Dawes and Mr. A. Waters
- (c) Kent Association of Parish Councils
Mr. P. Burfield
- (d) Joint Management Committee for Kemsing Down Nature Reserve
Mr. D. Bennett, Mr. B. Buttifant and Mrs. M. Cole
- (e) Oxenhill Meadow & Shaw Management Committee
Mr. D. Bennett and Mr. B. Buttifant
- (f) Churchyard Maintenance Committee
Chairman of the Parish Council, Chairman of the Finance Committee and the Clerk.

It was AGREED that the appointment for the Pavilion Management Committee would be deferred to the next Parish Council meeting.

6. **APPOINTMENT OF OFFICERS**

The following appointment was AGREED:

- (a) Public Transport Officer
Mr. Croughton

The Village Tidiness Officer is now an employee of the Parish Council and it was AGREED that the appointment of Village Tidiness Officer would therefore be removed.

7. **ST. EDITH HALL MANAGEMENT COMMITTEE**

Members noted a letter dated 10th May 2007 from the Secretary of the St. Edith Hall Management Committee, nominating the persons who had expressed their willingness to be appointed trustees of the St. Edith Hall Management Committee. Mrs. Cole advised Members that Mr. Jim McIntyre asked for his name to be removed from the list.

Mrs. Cole proposed from the Chair:

“That the nominations as indicated in the letter from the St. Edith Hall Management Committee, excluding Mr. McIntyre, be accepted.”

CARRIED unanimously

Mr. Croughton proposed and Mr. Buttifant seconded:

“That Mr. Rungay be appointed as a trustee of the St. Edith Hall Management Committee.”

Mr. Rungay accepted.

CARRIED 8 in favour, 1 abstention

8. **COUNCIL MEETINGS**

The draft list of the Council Meetings was accepted, with the following amendments:-

Downland Management : 21st November 2007 (Office)

Highways : 31st May 2007 (Thursday)

Parish Council : 28th November 2007

Subsequent to the Meeting - Planning Meetings 24th March is now 25th March 2008 (Tuesday) and 8th April 2008 is now 7th April 2008.

9. **SUBSCRIPTIONS 2007/08**

Mr. Bennett expressed having a personal interest in the Council for the Protection of Rural England, Kent Wildlife Trust and Darent River Preservation Society.

Mrs. Cole expressed having a personal interest in the Council for the Protection of Rural England.

The following list was of subscriptions was APPROVED:

Kent Association of Parish Councils	£950.00
Society of Local Council Clerks	£120.00
Council for the Protection of Rural England	£ 28.00
Kent Men of Trees	£ 25.00
Kent Wildlife Trust	£ 38.00
Open Spaces Society	£ 30.00
Byways & Bridleways Trust	£ 34.00
The London Green Belt Council	£ 10.00
Kent Rural Community Council	£ 30.00
Darent River Preservation Society	£ 5.00

10. **MINUTES**

Mrs. Cole proposed:

*“That the Parish Council approve the Minutes of the Meeting held on 18th April 2007, Reference **KPC/04/07.**”*

CARRIED unanimously

11. **MATTERS ARISING FROM THE MINUTES**

(a) PCSO – Police Community Support Officer (See Minute 2 (a) KPC/04/07)

The Clerk had met the new PCSO, Susan Harwood, who had commenced her duties two weeks ago. Ms. Harwood was unable to attend this Parish Council Meeting, but intended to try and attend a future meeting.

The Clerk to Seal Parish Council had advised that Seal Parish Council would like to wait six months to see how effectively the present arrangement with PCSO Harwood was working. Seal Parish Council was still interested in producing an acceptable Agreement and suggested that this be pursued.

Members felt that Kemsing Parish Council was also still interested in producing an acceptable Agreement. *It was AGREED that the Clerk would arrange a Meeting with Mr. Pankhurst to discuss the anomalies. Mr. Bennett indicated that he would be prepared to attend this meeting.*

(b) WI Seat (See Minute 2 (b) KPC/04/07)

No further information was available.

(c) Long term storage of village archives (See Minute 2 (c) KPC/04/07)

The Clerk and the Deputy Clerk had discussed various options to determine the best possible solution to dispose of unnecessary documents. The Clerk reported that the most efficient way would be for the Clerk and Deputy Clerk to carry out the task, but that this task could not be carried out during normal working hours, as initially this would be a significant effort.

Mr. Bennett proposed and Mrs. Cole seconded:

“That the most sensible solution is for the Clerk and Deputy Clerk to carry out the task out of normal hours for which extra payment should be made.”

CARRIED 7 in favour, 2 abstentions

Mrs. Erica Cole, Chairman of the Kemsing Heritage Centre would contact the Eynsford Heritage Group to arrange a visit to their newly refurbished site.

(d) Land in West End (opposite the Library) (See Minute 2 (d) KPC/04/07)

Kent Highway Services advised that they could not agree to the Parish Council's request due to budgetary constraints. The Clerk was awaiting a quotation for the work from a Kent Highway Services approved Contractor.

(e) Kemsing Parish Council Website (See Minute 2 (e) KPC/04/07)

A renewal Agreement for the continued use of the Parish Website was received from Kent County Council and the Parish Council was asked to decide whether to renew the Agreement. Kent County Council confirmed in writing that some improvements would be made in the near future.

Mr. Burfield proposed and Mrs. Cole seconded:

“That the Parish Council signs the renewal Agreement for the continued use of the Parish Website.”

CARRIED unanimously

(f) Amendments to Standing Orders (See Minute 2(f) KPC/04/07)

The Council was asked to appoint a working group who would examine the current Standing Orders and put forward any recommended amendments to the Parish Council for consideration.

Mr. Bennett, Mr. Burfield, Mr. Croughton and Mr. Dawes were willing to be part of the working group.

Mr. Burfield proposed and Mr. Bennett seconded:

“That the working group will examine the current Standing Orders and consider the future structure of the Committees.”

CARRIED unanimously

(g) Christmas Lights (See Minute 2 (h) KPC/04/07)

The Parish Council was asked to appoint a working group who would explore the best possible method to provide Christmas lights for the village.

It was AGREED that the working group would include Mr. Bennett, Mr. Burfield and Mr. Rumgay.

(h) Village Sign (See Minute 2 (i) KPC/04/07)

Mrs. Cole said that Mr. Waters knew that Mrs. Babs Watson and Mr. Darren Checksfield had expressed their willingness to be co-opted onto the working group. Mrs. Ross reported that Mr. Checksfield had not yet been contacted.

Mrs. Cole proposed:

“That the working group would include Mr. Waters and Mr. Buttifant and that Mrs. Watson and Mr. Checksfield should be invited to join to this group.”

CARRIED unanimously

(i) Annual Parish Meeting (See Minute 2 (j) KPC/04/07

The Clerk had been unsuccessful in her enquiries to a number of organisations in an effort to find a professional convener for the proposed meeting with the youth of the village.

Mrs. Cole mentioned that the Revd. Nigel Ashworth had said that he was inviting young people to a meeting on 17th May 2007.

Mrs. Ross felt that, in view of the difficulty in finding a professional convener, the Parish Council would have to convene the meeting. She was confident that the Parish Council would be able to conduct such a meeting. Mr. Croughton pointed out that a senior representative of the Scouting Organisation should also be invited.

Mrs. Ross suggested that the Parish Council, as a first step and a short term solution, proceed with the installation of the youth shelter and that, as a long term solution, a village project to provide facilities for the young people, should be considered.

Mr. Rungay supported a meeting with the representatives of all the parties involved and reiterated that youth organisations such as the Scouts and the Guides would have to be invited to join as they promote good citizenship.

Mrs. Ross proposed and Mr. Croughton seconded:

“That the Parish Council call a meeting with representatives of the Parish Council, young people and their parents, the Youth Worker, Scouting and Guiding organisations and the Police, to discuss a village project to provide facilities for the youth in the village.”

CARRIED unanimously

It was AGREED that Mrs. Ross would chair this meeting and that Mrs. Ross and the Clerk would arrange and publicise a meeting.

(j) Tree Preservation Order - Alder Tree, The Well (See Minute 2 (k) KPC/04/07

No further information was available. The Clerk confirmed that Ms. Lorraine Stack had received a copy of the Parish Council's letter of objection.

(k) Bus service from Kemsing (See Minute 3 (d) 1 KPC/04/07

The Council noted a letter from Kent County Council dated 2nd May 2007 in response to the Council's letter of 19th April 2007.

It was AGREED that the Clerk would contact Kent County Council to arrange a meeting with representatives from Kent County Council, the Arriva bus company, Sevenoaks District Council, Kemsing Parish Council, District Councillors and County Councillor to discuss the bus services in Kemsing.

Mr. Croughton asked the Clerk to supply the press with a copy of all correspondence to Kent County Council regarding the bus services.

12. **COMMITTEE AND OFFICER REPORTS**

(a) Planning Committee

Mr. Dawes proposed and Mr. Croughton seconded:

"That the Council approves the Minutes of the Meeting held on 10th April 2007, Reference P/05/07."

CARRIED unanimously

(b) Planning Committee

Mr. Dawes proposed and Mr. Rungay seconded:

"That the Council approves the Minutes of the Meeting held on 23rd April 2007, Reference P/06/07."

CARRIED unanimously

Mr. Croughton referred to item 2(d) 5 and felt that this was strong evidence that the sewerage system is overburdened, and that the water company should be made aware of this problem.

(c) Chairman's Report

- (1) Mrs. Cole announced the retirement of Mr. Tony Andrews, after serving as a Councillor for thirty years and thought it appropriate to offer a retirement gift which she would arrange to purchase from the Chairman's allowance.
- (2) A letter dated 2nd May 2007 had been sent to Thames Water asking them to carry out a survey on the sewerage system. The Clerk would follow this up.
- (3) An acknowledgement from Chief Supt. Area Commander West Kent, Mark Salisbury, was received, thanking the Parish Council for supporting PC Wilkinson.
- (4) Two letters had been received from Kent Police regarding offences of criminal damage committed between 31st December 2005 and 6th January 2006 (damage to the Church Nativity Scene in The Well), and 8th to 17th November 2006 (damage to the War Memorial), advising that in each case the youth had received a reprimand by a Senior Police Officer and would therefore not be appearing before a court in connection with this matter.
- (5) Sevenoaks District Council advised that BT had identified eighteen payphones in the district from which they intended to remove the cash payment facility. Mr. Mildenhall (Chairman Noah's Ark Residents' Association), who thought that the red telephone box would be removed, would be advised this was not the case.
- (6) The Guzzlebrook Explorer Scouts requested the Parish Council to consider giving the Scouts small projects within the village.
It was AGREED that they would be asked to clear up behind the scout hut.
Other options were discussed such as clearing nettles from "School Alley", but it was not considered suitable.
Mr. Smith wished to record his appreciation for this gesture from the Scouts and thought it was nice that a group would come forward and ask to be involved to improve the community.
- (7) The Planning Inspectorate advised that Network Rail had withdrawn their application to close the Railway Footpath Crossing at Otford.
- (8) Members were invited to attend the CPRE Committee Meeting, to be held at Crockham Hill Village Hall on Saturday, 19th May 2007.
- (9) Members were invited to the Sevenoaks District Community Action Plan Launch, to be held at Otford Recreation Ground on Wednesday, 30th May 2007.
- (10) Councillors were reminded of a forthcoming 'Councillor Information Training Day', to be held on Saturday, 16th June 2007. The Clerk was asked to reserve a place.

(d) Reports from Officers

- (1) Mr. Rungay reported that an employee from Mid Kent Water said that the Youth Hostel building was to be demolished. The Council noted this, but Mrs. Cole said that no formal planning application had been received.

9.45 p.m [Mr. Dawes left the meeting.]

13. **CAR PARK LIGHTING METER**

Kemsing Lawn Tennis Club reported notification from British Gas that the Fixed Price contract for the electricity supply via the old Tennis Club meter – which now exclusively supplies the Parish Council's car park lighting – will end on 6th August 2007. Mrs. Cole has obtained an improvement on the British Gas rollover contract originally offered. For payment by Direct Debit, the offer is 9p kw/unit (business electricity rate) and no standing charge. Mr. Burfield had indicated that this was an acceptable alternative.

It was AGREED that the Clerk would obtain a direct debit form from British Gas to be signed by three Councillors.

14. **WEST END – 20MPH SPEED LIMIT**

The report of the meeting held with two representatives from Kent Highway Services had been noted.

9.50 p.m [Mr. Dawes returned to the meeting.]

Mr. Buttifant had been advised by Kent Highway Services that all schemes for a 20 mph zone were subject to appropriate street lighting.

Mr. Croughton suggested that the Parish Council dispute this and asked the Clerk to confirm the following points with the Department of Transport (Highway Division):-

- Whether it is legal that a 20mph speed limit can be imposed without a form of traffic calming
- Whether all forms of traffic calming are subject to street lighting.

Mr. Buttifant thought that the “pull-in-spaces” or “passing points” (which he understood from Kent Highway Services might be installed within a few weeks), could largely solve the traffic congestion in the West End.

15. **BUSINESS REQUIRED BY STATUTE**

15.1 Revised Model Code of Conduct for Local Authority Members

Members noted the letter dated 1st May 2007, and the revised Code from the Standard Board for England, advising Parish Councils to adopt the revised Code before 1st October 2007. Mr. Burfield suggested, and *it was AGREED that the Standing Orders working group should investigate the revised Code and recommend any changes for consideration by the Parish Council.*

15.2 Statement of Accounts for the Year ended 31st March 2007

Councillors noted the statement of accounts and Mrs. Cole proposed:
“That the Parish Council approves the Statement of Accounts for the Year ended 31st March 2007.”

CARRIED unanimously

15.3 Review of charge for the provision of Council and Committee Agenda & Minutes

It was AGREED that there would be no increase in these charges, which were currently as follows:-

Posted - £7 per annum & Collected - £2.50 per annum

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

Mr. Robert Anderson asked the Parish Council whether it would consider removing the bus shelter at the top of Childsbridge Lane. More and more youths were gathering in the area and causing damage to the shelter.

Mr. Croughton said that the Parish Council was still in negotiations with Kent County Council to reinstate the direct bus service between Kemsing and Otford and would consider removing the bus shelter if this could not be achieved in the next six months.

17. **ACCOUNTS FOR PAYMENT**

Mr. Burfield proposed and Mrs. Cole seconded:

"That the Council approves the payment list (Vouchers 22-31, 47, 49-60), and note the receipts list (Vouchers 32-46 &48).

Mr. Burfield drew attention to Payment Voucher 28 (replacing of missing manhole cover on the Common Field) and asked Councillors to take note that the Pavilion Committee would be charged for this work.

CARRIED unanimously

18. **INFORMATION REPORT**

The Council noted the Information Report and the papers referred to were laid on the table.

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

Mr. Rungay had submitted a recommendation for enhancing the website and asked that this item be discussed at the next Meeting.

20. **DATES OF NEXT MEETINGS:**

21st May 2007 : Planning
23rd May 2007 : Recreation Ground
31st May 2007 : Highways (Thursday)

4th June 2007: Planning
6th June 2007: Finance
13th June 2007: Downland Management
18th June 2007: Planning
20th June 2007: Parish Council
27th June 2007: Emergency Services

The Chairman closed the Meeting at 10.20 pm

*Yolanda Tredoux
Clerk to the Council*