

KEMSING PARISH COUNCIL

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**Minutes of the Annual meeting of the Parish Council held in the Small Hall,
St. Edith Hall, Kemsing, on Wednesday, 21st May 2008 at 8.00 p.m.**

PRESENT: Mrs. M. Cole (in the Chair)
Mr. D. Bennett, Mr. P. Burfield, Mr. B Buttifant, Mr. G. Croughton,
Ms. K. Hawker, Mrs. K. Kelly, Mr. I. Rungay, Mr. S. Smith,
Dr. P. Walker [Arrived 8.32 p.m.]

IN ATTENDANCE: 1 Member of the Press
Mrs. Y. Tredoux (Clerk)

APOLOGIES: Mr. R. Dawes, Mrs. W. Ross, Mr. A. Waters

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

1. ELECTION OF CHAIRMAN

Mr. Burfield proposed and Mr. Croughton seconded:
"That Mrs. Cole be appointed as Chairman of the Parish Council for the ensuing year."
CARRIED unanimously

2. ELECTION OF VICE-CHAIRMAN

Mrs. Cole proposed:
"That Mr. Burfield be appointed as Vice-Chairman of the Parish Council for the ensuing year."
CARRIED unanimously

3. MEMBERSHIP OF COUNCIL COMMITTEES

Mr. Bennett proposed and Mr. Buttifant seconded:

- That the Parish Council suspend the Highways Committee for the ensuing year;
- that the Parish Council appoints a Highways Officer to monitor any Highways issues together with the Clerk;
- that the Highways Officer provide the Council with regular reports
- that the position be reviewed at the end of the year

CARRIED unanimously

Mrs. Cole proposed:
"That the Parish Council accepts the draft Membership of Council Committees for 2008/2009 as amended."
CARRIED unanimously

4. APPOINTMENT OF REPRESENTATIVES

The following appointments for 2008/09 were agreed:

- (a) Kemsing Sports Association : R. Dawes & A. Waters
- (b) Pavilion Management Committee : P. Burfield & S. Smith
- (c) Kent Association of Parish Councils : P. Burfield
- (d) Joint Management Committee for Kemsing Down Nature Reserve : D. Bennett, B. Buttifant & M. Cole
- (e) Oxenhill Meadow & Shaw Management Committee : D. Bennett & B. Buttifant
- (f) Churchyard Maintenance Committee : P. Burfield, M. Cole, D. Bennett & the Clerk

5. **APPOINTMENT OF OFFICERS**

Mr. Croughton was appointed as the Public Transport Officer for the ensuing year.
Mr. Buttifant was appointed as the Highways Officer for the ensuing year.

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

- (a) Members noted a letter dated 10th May 2008 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 proposed:

"That the nominations as indicated in the letter from the St. Edith Hall Management Committee be accepted."

CARRIED unanimously

- (b) The Balance Sheet and Statement of Accounts of the St. Edith Hall Management Committee for the year ending 31st March 2008, was noted.

7. **COUNCIL AND COMMITTEE MEETINGS**

The draft list of the Council Meetings was accepted, subject to the following amendment:- *Finance Committee : 5th June 2008 (Thursday).*

8. **MINUTES**

Mrs. Cole proposed:

"That the Parish Council approves the Minutes of the Meeting held on 16th April 2008, Reference KPC/04/08, previously circulated."

CARRIED 5 in favour, 3 abstentions

9. **MATTERS ARISING FROM THE MINUTES**

- (a) Land in West End (opposite the Library) (See Minute 2 (c) KPC/04/08)

Members noted that the work would be carried out on 2nd June 2008.

- (b) Barnfield Crescent – Retained Housing Estate Land (See Minute 2 (f) KPC/04/08)

Sevenoaks District Council sought the Parish Council's confirmation that Mr. Grove could act on behalf of the Parish Council in this transfer.

Mrs. Cole proposed:

"That Mr. Grove, Legal Advisor from Sevenoaks District Council, represents Kemsing Parish Council."

CARRIED unanimously

- (c) Alder Tree - The Well Area (See Minute 2 (g) KPC/04/08)

Local residents had been advised that the work would be carried out on Monday, 19th May 2008. The Parish Council noted one objection to the proposed felling.

- (d) Petition - Junction Childsbridge Lane, Dynes Road & West End (See Minute 2 (h) KPC/04/08)

There was no progress to report.

- (e) Play Place - Youth Club (See Minute 2(i) KPC/04/08)

The Parochial Church Council had advised that the "uninsured loss" would not exceed £50 and the Clerk had written to the PCC agreeing to indemnify it in this amount. The PCC Treasurer would refer to the Parish Council should the need arise to require financial assistance.

- (f) Leisure plots 184 & 185 (See Minute 2(j) KPC/04/08)

Further details were given to the Parish Council's Solicitor.

- (g) Review of the Kemsing Play Areas (See Minute 7 KPC/04/08)
Mr. Burfield had been investigating ideas for play areas and obtained very helpful information from the National Playing Fields Association.

The working group would meet on Wednesday, 25th June 2008 to progress this further. Mrs. Hawker accepted an invitation to join the working group.

- (h) Archive Store KHC (See Minute 2(a) KPC/04/08)
Mr. Burfield reported that an invoice had been received from the Architect for drawing up the proposed plans. Mr. Burfield would attend a meeting on 22nd June with representatives from the Kemsing Heritage Centre group to discuss the plans in detail.

- (i) The Bell - Variation of Licence (See Minute 3(b))
Mrs. Cole attended the hearing on 12th May and reported that The Bell's request had been granted, subject to conditions, to address the concerns of the local residents and minimise the potential undermining of the licensing objective of public nuisance. A copy of the notice of determination is available from the Clerk.

10. **COMMITTEE AND OFFICER REPORTS**

(a) Planning Committee

Mr. Croughton proposed and Mr. Burfield seconded:

"That the Parish Council approves the Minutes of the Meeting held on 21st April 2008, Reference P/7/2008, previously circulated."

CARRIED unanimously

Mr. Croughton proposed and Mrs. Cole seconded:

"That the Parish Council approves the Minutes of the Meeting held on 6th May 2008, Reference P/8/2008, previously circulated, with the following amendment: To record that Mr. Rumgay did attend the Meeting."

CARRIED unanimously

(b) Report from Chairman

Councillors were invited to attend the West Kent Housing Association Annual General Meeting, to be held on Thursday, 22nd May 2008.

Councillors were delighted to note that Kemsing's Neighbourhood Police Officer and Police Community Support Officer remained unchanged as a result of Kent Police's review of Neighbourhood Policing coverage in the Sevenoaks District.

Arriva, in reply to the Parish Council's enquiry regarding improved bus links to the new Pembury Hospital stated that from a commercial point of view it was highly unlikely that there would ever be sufficient demand for an increased level of bus service in Kemsing as a result of the new development at Pembury.

Miss Eleanor Selleck, who had been nominated for the Young Volunteer of the Year Award, received a runner up prize for her continued and dedicated work for the 2nd Kemsing guides and the Church Youth Group at the award ceremony on 15th May 2008.

Forestry expert Jonathan Webb would lead a walk around Oxenhill Shaw and Meadow (near Otford) on 24th May 2008.

A new "health walk" will take place in Kemsing every Tuesday, from 17th June 2008, starting at 10.30 am in the village car park.

- (c) Reports from Councillors
No reports were received.

11. **ST. EDITH HALL STRUCTURAL GRANT**

Mr. Burfield reported that the decay in the timber and the guttering on the St. Edith Club porch had proved to be more extensive. As a result, it was estimated that approximately £7,500 would be required for the work carried out. Mr. Burfield warned that this would take up most of the grant money made available by the Parish Council for the St. Edith Hall structural work, and he thought that further funding would be required from the Parish Council later in the year. Mrs. Cole said that Mr. Flegg did a very satisfactory job and it was suggested that a programme be put in place to ensure that the woodwork would not deteriorate any further and that perhaps Mr. Flegg could be approached to inspect the woodwork on an annual basis. Mr. Burfield would take this suggestion back to the St. Edith Hall Management Committee.

12. **REQUEST FOR STREET LIGHTING IN CHURCH LANE**

Mr. Rumgay declared a personal interest as being a resident of Church Lane.
Members noted a request (signed by 23 residents from Church Lane), to install low light street lighting from the corner of the Vicarage in Church Lane. Mr. Waters informed the Clerk that he had spoken with a resident who was now suggesting a single light near a commemorative seat was needed. *It was agreed to defer this item to the next meeting, when Mr. Waters would be asked to give more details.*
Members noted that the seat in Church Lane had been broken. This seat was used by local residents waiting for the bus. Although not the Parish Council property, a suggestion was made that the Parish Council consider repairing the seat. This suggestion would be considered at the next meeting.

13. **REQUEST FROM THE PAROCHIAL CHURCH COUNCIL (PCC) - YOUTH WORKER**

Dr. Walker explained that it was the assumption after Jane Down (previous youth worker) had left at the end of August, that no youth work was carried out in Kemsing. It came to light that the outreach work by SAYT was in fact being carried out, and the Church had been charged £350 per month to pay for this service. The Church requested financial assistance from the Parish Council and it was agreed that this request would be referred to the Finance Committee to discuss in detail.

14. **LAND OWNED BY KPC ALONGSIDE M26 MOTORWAY TO THE SOUTH OF FAIRFIELD ESTATE**

Members noted the report dated 16th May 2008 from the Chairman regarding the poor state of this land at Fairfield Close, where an assortment of rubbish had been dumped. The Parish Council is responsible for clearing the area surrounding the balancing pond, which was very overgrown with brambles, saplings, etc.

After consideration, Dr. Walker proposed and Mrs. K. Kelly seconded:
"That a quotation to clear the area be obtained for consideration at the next Parish Council Meeting."
CARRIED unanimously

15. **DONATIONS & SUBSCRIPTIONS**

15.1 Kenward Trust

A request for financial assistance from the Kenward Trust was rejected.

15.2 Open Spaces Society

It was agreed not to renew the annual subscription of £30 for a further year. A request for a donation to support the "Green Alert" campaign, which raised awareness of common land inside local planning offices, was rejected.

- 15.3 Action with Communities in Rural Kent
Councillors agreed not to subscribe for membership at £35 per annum.

16. **BUSINESS REQUIRED BY STATUTE**

- 16.1 Bank Account with the Co-operative Bank
Mr. Burfield proposed and Mr. Rumgay seconded:
"That the Clerk be allowed to obtain a pass number in order to communicate telephonically with the Bank to confirm balances, or to check whether payments were made or received."
CARRIED unanimously
The Clerk would obtain forms for updating the Bank Mandate.

- 16.2 Review of charge for the provision of Council and Committee Agenda & Minutes
Mr. Croughton proposed and Mr. Bennett seconded:
"That the current charge to receive posted items be increased to £8 per annum and that the current charge of £2.50 for collecting items remain unchanged."
CARRIED unanimously

- 16.3 PCC Annual Accounts for 2007
These were available from the Clerk.

- 16.4 Statement of Accounts for the Year ended 31st March 2008
Councillors noted the statement of accounts and Mr. Burfield proposed and Mrs. Cole seconded:
"That the Parish Council approves the Statement of Accounts for the Year ended 31st March 2008."
CARRIED unanimously

17. **QUESTIONS FROM THE PUBLIC & PRESS**
No questions were received.

9.25 p.m.
[The Press and Public were excluded from the Meeting due to the confidential nature of the business being discussed.]

9.30 p.m. *[Mr. Rumgay left the Meeting]*

18. **STAFF REVIEWS**
Mr. Burfield presented the reports from the panel that held the staff appraisals on the 9th of April. The Council discussed the points raised and agreed with the suggestions put forward by the panel. The Council agreed the proposed salary increases and in particular wished to show its appreciation to the Clerk for her exemplary work over the past year.

CARRIED unanimously

9.45 p.m.
[The Chairman re-opened the Meeting for the Press and the Public]

19. **ACCOUNTS FOR PAYMENT**
Mr. Burfield proposed and Mr. Croughton seconded:
"That the Parish Council note the list of receipts (Vouchers 20-48) and approves the list of payments (Vouchers 23-50, excluding Voucher 33)."
CARRIED unanimously

20. **INFORMATION REPORT**

The Information Report, previously circulated, had been noted.

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

Land at rear of properties 33,35,37 & 39 Park Lane, Kemsing

The Parish Council received a letter of objection from a resident (no 33 Park Lane) in respect of the decision made at the Meeting on 28th November 2007, to give Mr. Roy Willmore a Licence to occupy the Parish Council's land at the rear of the above properties. It was agreed that 3 months' notice would be given to all the holders of current Licences.

22. **DATES OF NEXT MEETING**

19th June 2008.

The Chairman closed the Meeting at 10.00 p.m.