

**KEMSING PARISH COUNCIL**

Clerk's Office, St. Edith Hall, Kemsing, Sevenoaks, Kent, TN15 6NA  
Tel & Fax: 01732 762841 E-mail: [kemsingpc@tiscali.co.uk](mailto:kemsingpc@tiscali.co.uk)

**Minutes of the Annual General Meeting of the Parish Council held in the Small Hall, St. Edith Hall, Kemsing, on Wednesday, 20 May 2009 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, Mr. P. Eaton, Ms. K. Hawker, Mrs. W. Ross,  
Mr. I. Rungay, Mr. S. Smith, Dr. P. Walker, Mr. A. Waters

IN ATTENDANCE: 9 Members of the Public  
Mrs. Y. Tredoux (Clerk)

APOLOGIES: None

*Councillors were reminded to disclose personal and prejudicial interests on matters to be considered at this Meeting. Mr. Buttifant and Mr. Waters declared prejudicial interests in Item 9 (b) as being Trustees of the Kemsing Heritage Centre Association.*

**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 and Dr. Walker seconded:  
*"That Mr. Burfield be appointed as Vice-Chairman for the ensuing year."*  
*CARRIED unanimously*

**3. MEMBERSHIP OF COUNCIL COMMITTEES**

The draft Membership of Council Committees for 2009/2010 was accepted and is appended to the Minutes.

**4. APPOINTMENT OF REPRESENTATIVES**

The following appointments were made:

- (a) Kemsing Allotment Holders Association : Mr. B. Buttifant
- (b) Kemsing Sports Association : Mr. P. Eaton & Mr. R. Dawes
- (c) Pavilion Management Committee : Mr. S. Smith & Mrs. W. Ross
- (d) Kent Association of Parish Councils : Mr. P. Burfield
- (e) Joint Management Committee for Kemsing Down Nature Reserve :  
Mr. D. Bennett, Mr. B. Buttifant & Mrs. M. Cole
- (f) Oxenhill Meadow & Shaw Management Committee :  
Mr. D. Bennett & Mr. B. Buttifant
- (g) Churchyard Maintenance Committee : Mrs. M. Cole, Mr. P. Burfield,  
Mr. I. Rungay & the Clerk

**5. APPOINTMENT OF OFFICERS**

*It was resolved to formally abolish the Highways Committee.*

The following appointments were made:

- (a) Public Transport Officer : Mr. G. Croughton
- (b) Emergency Services Officer : Mr. I. Rungay
- (c) Highways Officer : Mr. B. Buttifant

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

(a) Mrs. Cole proposed:

*"That the appointment of Trustees as per letter dated 13 May 2009 from the St. Edith Hall Committee, be approved".*

*CARRIED* unanimously

(b) The Balance Sheet and Statement of Accounts for the year ending 31<sup>st</sup> March 2009, were noted.

7. **COUNCIL AND COMMITTEE MEETINGS**

The calendar of meetings for the ensuing year was approved.

8. **MINUTES**

Mrs. Cole proposed:

*"That the Minutes of the Meeting held on 15 April 2009, Reference KPC/04/09, previously circulated, be approved".*

*CARRIED* 12 in favour, 1 abstention

9. **MATTERS ARISING FROM THE MINUTES**

(a) Pedestrian Crossing - Junction Childsbridge Lane, Dynes Road & West End (Minute 2(a) KPC/04/09)

5 Letters of objection to install the pedestrian crossing on the south side of the cross roads and a report from Kent Highway Services (KHS) were noted.

Mr. Bennett proposed and Mr. Rungay seconded:

*"That the Parish Council agrees with KHS proposal to install the pedestrian crossing on the south side of the junction, subject to covers being placed on the beacons at the time of construction".*

*CARRIED* 12 in favour, 1 abstention (Mr. Dawes)

(b) Archive Store KHC (Minute 2(d) KPC/04/09)

*The Chairman reminded Mr. Buttifant and Mr. Waters that they should leave the room during the debate.*

Councillors considered a letter dated 26 March 2009 from the Kemsing Heritage Centre (previously circulated), asking the Parish Council to make available a loan to the Kemsing Heritage Centre Association (KHCA) to cover any shortfall of the cost of the building.

Mr. Banister (representing the KHCA) was invited to address the Council and explained that the letter was now out of date. The KHSA had raised over £15,000 and was confident that an additional £5,000 would be raised. Mr. Banister said that Mr. Eley was prepared to underwrite the loan. The shortfall was likely to be around £10,000. The KHCA could not apply for external funding without a Lease, which was being progressed by the Parish Council's Solicitor.

Mr. Burfield explained that it was his understanding that Parish Councils had limited powers in providing loans to other organisations. The Clerk had also make enquiries and the initial findings were that this was not allowed, however legal advice was being sought from the Kent Association of Local Councils (KALC). Unfortunately a definite answer to confirm this had not been received in time for this Meeting.

Mr. Dawes thought that the Parish Council should "foot the bill" and was of the opinion that the KHSA looked after valuable information and documents.

Mr. Rungay congratulated the KHCA in their efforts of raising £15,000.

Mr. Croughton proposed and Mr. Bennett seconded:

- *"That the Parish Council put pressure on the Solicitor to finalise the Lease*
- *That the Parish Council awaits legal advice from the KALC to be discussed at the next Parish Council Meeting."*

*CARRIED 10 in favour, 1 Against (Mr. Dawes), 2 Abstentions (Mr. Buttifant & Mr. Waters)*

- (c) Proposed closure of public conveniences in Kemsing car park (Minute 2(f) KPC/04/09)  
Mr. Burfield and the Clerk would meet with Sevenoaks District Council's Head of Environmental and Operational Services to find a way to progress this.
- (d) Affordable Housing (Minute 2(g) KPC/04/09)  
*It was resolved that this item be removed from the Agenda for the time being.*
- (e) Youth Shelter (Minute 2(h) KPC/04/09)  
The shelter had been installed on the Common Field on 7 May 2009.
- (f) Petition for a children's play area in Park Lane (Minute 5 KPC/04/09)  
A second letter had been sent to the landowner and a reply was awaited.
- (g) Electricity supply for car park lights at tennis court car park (Minute 10 KPC/04/09)  
A further 2 year contract had been arranged with British Gas for no standing charge at a unit rate charge of 12.83 pence per kw.
- (h) Village sign (Minute 15 KPC/04/09)  
Two quotations for the replacement of the oak post were considered. Mrs. Cole reported that Mr. McIntyre very kindly offered not to charge for his labour to replace the post. Dr. Walker proposed and Mr. Burfield seconded:  
*"That the quotation from Wealden Oak Ltd for £430 plus VAT be accepted and an estimated paint cost of £50".*  
*CARRIED* unanimously  
A notice to inform residents of the refurbishment work would be placed in The Well magazine.

## 10. COMMITTEE AND OFFICER REPORTS

- (a) Planning Committee  
Mr. Dawes proposed and Mr. Waters seconded:  
*"That the Parish Council approves the Minutes of the Meeting held on 6 April 2009, Reference P/05/2009, previously circulated".*  
*CARRIED* unanimously
- Mr. Dawes proposed and Mr. Smith seconded:  
*"That the Parish Council approves the Minutes of the Meeting held on 5 May 2009, Reference P/06/2009, previously circulated".*  
*CARRIED* unanimously
- (b) Report from Chairman  
A copy of a letter from the Noah's Ark Residents' Association to Kent Highway Services regarding a problem with parked vehicles at the junction with West End & St. Edith Road, was noted. PCSO Harwood had been present on Wednesday am and stated that this parking within (10 meters) 32 feet of a junction, except in an authorised parking space, contravened the Highway Code 217.

- (c) Reports from Councillors  
The draft letter prepared by Mr. Bennett in response to a letter received from Mr. B. Doe regarding the recent coppicing on Shorehill Wood, was approved. Mr. Bennett reported that notices had been placed on Haffenden Field, inviting residents to comment on the grazing proposal.

11. **DONATIONS & SUBSRIPTIONS**

- (a) Request for financial assistance from Kemsing Primary School  
A request dated 21 April from Kemsing Primary School for financial assistance towards the Year 5 residential trip to the Hardelet Centre in France, was considered. Mr. Croughton proposed and Mr. Rungay seconded:  
*"That the Council makes a contribution of £500 to support the trip".*  
CARRIED 10 in favour, 3 abstentions

9.10 p.m. [Mr. Dawes briefly left the Meeting]

Mrs. Cole proposed:  
*"That the previous decision be withdrawn".*  
CARRIED 10 in favour, 3 abstentions

Dr. Walker proposed and Mr. Waters seconded:  
*"That the Council makes a contribution of £650 towards the residential trip".*  
CARRIED 9 in favour, 1 against (Mr. Bennett) 2 abstentions

9.15 p.m. [Mr. Dawes returned to the Meeting]

- (b) SAYT - Youth Worker - Request from St. Mary's Church for funding  
Members noted a request from St. Mary's Church to provide financial support for the Youth Worker. *It was resolved that this request be properly debated and considered at the next Meeting of the Finance Committee.*

12. **WEST KENT EXTRA - REQUEST FOR PERMISSION TO USE THE COMMON FIELD RECREATION GROUND FOR SPORTS AND ACTIVITIES IN AUGUST**

A request from West Kent Extra to use the Common Field Recreation Ground for sports and other activities for young people between the ages of 8 and 14, for one day a week, running for 4 weeks in August (as the previous year), was approved. *Mr. Rungay would ask the Organisers to relocate the goal posts at different areas throughout the 4-week period.*

13. **REQUEST FROM PACT MEETING TO INSTALL SPEED INDICATOR DEVICES - SAFER ROADS**

According to the survey, "Safer roads" was the second priority for Kemsing residents. Members noted a request form the PACT Meeting to contact KHS to ask whether flashing speed indicator devices could be installed at either end of the village, in an attempt to slow traffic down. A suggestion was made that the 30 mph speed sign in Childsbridge Lane (approaching Kemsing ), should be relocated further back towards Seal. *It was resolved that Mr. Buttifant and the Clerk would:*

- *Obtain the specific criteria for installing these devices from KHS*
- *Ask KHS to consider re-locating the 30 mph sign*

14. **REQUEST FROM RESIDENT IN ST. EDITH ROAD - GRASS VERGE & SPEEDING**

A letter was sent to the resident asking him to cut back the overgrown hedge, which had been causing an obstruction on the footpath. In response the resident wrote back to the Council, asking the following questions:

- Is there any specific rule which should be adhered to when pruning the hedge
- Would the Parish Council consider turning the piece of grass verge in front of No 16 St. Edith Road into a tarmac path
- Does the Parish Council have any plans to use measures to address the speed of cars in St. Edith Road

*It was resolved that the following answers should be sent:*

- *The hedge should be retained within the boundary of the property*
- *The Parish Council believes that due to the difference in the road level and path level, it would make the path more dangerous if the grass were replaced by tarmac*
- *The Parish Council would ask the Police Community Support Officer to address the speeding problem in St. Edith Road.*

15. **LOCAL WORKS - CAMPAIGN TO IMPLEMENT THE SUSTAINABLE COMMUNITIES ACT**

The Parish Council noted a letter from the Local Works (Campaigning to implement the Sustainable Communities Act). The Act gives power to Councils to make proposals to the Secretary of State as to how government can assist Councils in promoting the sustainability in local Communities, however, before the Parish Council can use the Act, the principal Council (Sevenoaks District Council), must opt to use it too. Mr. Bennett proposed and Mr. Buttifant seconded:

*"That no action be taken".*

*CARRIED 11 in favour, 2 against*

16. **PUBLIC SECTOR DUTIES**

A letter dated 14 April from the Equality and Human Rights Commission, giving notice of the forthcoming Equality Bill, which was likely to come into force in the latter part of 2010, was noted.

17. **SDC CCTV IN VILLAGE CAR PARK**

Mr. Waters proposed and Mr. Croughton seconded:

*"Regarding the District Council's Press Release 2035 of 1 May, the Parish Council draws attention to the fact that the District Council currently lease land used as a Public Car Park in Kemsing, notes that the District Council's CCTV infrastructure has been newly up-graded, and requests that Kemsing Parish joins the District's scheme as soon as possible."*

*CARRIED 10 in favour, 3 abstentions*

18. **RECREATION GROUND CAR PARK AT TENNIS COURTS - RESURFACING**

The Parish Council was advised that the existing surface of the car park would deteriorate rapidly if it were not resurfaced or at least resealed. Members considered the following two estimates:

- Surface dressing and re-marking (£3,440)
- Bitumen Macadam surfacing (£7,380)

Mrs. Cole explained the difference between the two treatments and it was thought that it was not essential for the work to be carried out soon, but probably within the next 12 months or so.

Mr. Burfield proposed and Mrs. Cole seconded:

*“That the Parish Council agrees in principle to accept the quotation for “surface dressing and re-marking for the value of £3,440”, but that this item be referred to the Finance Committee to check availability of funding before formally accepting the quotation.”*

*CARRIED* 10 in favour

It was likely that there would have been a price increase at the time when the quotation was accepted.

19. **PARISH COUNCIL LAND TO THE REAR OF 33,35,37,39 PARK LANE - UNDER LICENCE TO MR. R. WILLMORE**

The Council was asked to consider erecting a wire fence to establish the border with the proposed development before building work commenced.

Mr. Burfield proposed and Dr. Walker seconded:

*“That a quotation for erecting a wire fence to establish the boundary of the Parish Council’s land, be obtained and considered at the next Parish Council Meeting”.*

*CARRIED* unanimously

20. **BUSINESS REQUIRED BY STATUTE**

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

It was agreed that there was to be no increase in the current charges: £8.00 per annum for posted and £2.50 per annum collected.

(b) PCC Annual Accounts for 2008

A copy could be obtained from the Clerk.

(c) Statement of Accounts for the Year ended 31<sup>st</sup> March 2009

Mr. Burfield proposed and Dr. Walker seconded:

*“That the statement of accounts for the year ending 31 March 2009, previously circulated, be approved”.*

*CARRIED* unanimously

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

Questions from Members of the Public had been taken elsewhere during the Meeting.

22. **ACCOUNTS FOR PAYMENT**

Mr. Burfield proposed and Dr. Walker seconded:

*“That the payment list (Vouchers 15 to 41) be approved, except Voucher 18 (Play Place donation, which would be delayed and sent in July as previously agreed), and to note the receipt list (Vouchers 42 to 45).”*

*CARRIED* unanimously

23. **INFORMATION REPORT**

The Information Report was noted.

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

25. **DATE OF NEXT MEETING**

17 June 2009

The meeting closed at 9.57 p.m.