

KEMSING PARISH COUNCIL

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**Minutes of a Meeting held in the Small Hall, St. Edith Hall, Kemsing,
on Wednesday, 20th June 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, Mrs. W. Ross, [Arrived 8.20 p.m.]
Mr. S. Smith

IN ATTENDANCE: 6 Members of the Public
Mrs. Y. Tredoux (Clerk)

APOLOGIES: Councillors Mr. I. Rungay, Mr. A. Waters
Mrs. E. Cole

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

Mr. Croughton informed the Meeting that he is not on the electoral roll of St. Mary's Church and that he would amend his Register of Interest.

Mrs. Cole and Mr. Burfield expressed having Personal Interests as being Trustees of the St. Edith Hall Management Committee.

1. **MINUTES**

Mrs. Cole proposed from the Chair:

"That the Council approves the Minutes of the Annual General Meeting held on 16th May 2007, Reference KPC/05/07."

CARRIED unanimously

2. **MATTERS ARISING FROM THE MINUTES**

(a) PCSO – Police Community Support Officer (See Minute 2 (a) KPC/0507)

Mr. Pankhurst informed the Clerk that he had hoped to advise a date for a meeting shortly, subsequent to his discussion with his legal department.

(b) WI Seat (See Minute 2 (b) KPC/05/07)

No further information was available.

(c) Long term storage of village archives (See Minute 2 (c) KPC/05/07)

The Council noted a report of the Meeting held on 5th June 2007.

Mr. Croughton proposed and Mr. Burfield seconded:

"That the Parish Council requests the St. Edith Hall Management Committee to provide details of exactly what they were offering in terms of the size of the area, suggested lease and an estimation of costing to clear and prepare the site for building to the Parish Council as well as the Kemsing Heritage Centre Association."

CARRIED unanimously

- (d) Land in West End (opposite the Library) (See Minute 2 (d) KPC/05/07)
Kent Highway Services advised that they were still awaiting a quotation from their Contractor.
- (e) Kemsing Parish Council Website (See Minute 2 (e) KPC/05/07)
It was agreed that this item would be deferred to a later Meeting.
- (f) Amendments to Standing Orders (See Minute 2(f) KPC/05/07)
Mr. Burfield advised that Members of the Group had made written suggestions and comments, which he would use to produce a working document. This was still ongoing and Mr. Burfield had hoped that the Group would meet before the next Parish Council Meeting.
- (g) Christmas Lights (See Minute 2 (h) KPC/05/07)
No progress had been made.
- (h) Village Sign (See Minute 2 (i) KPC/05/07)
Mr. Waters would arrange a meeting.
- (i) Annual Parish Meeting (See Minute 2 (j) KPC/05/07)
Mrs. Ross reported that the Public Meeting to discuss a village project providing facilities for the youth of Kemsing would be held on Friday, 22nd June 2007.
- (j) Bus service from Kemsing (See Minute 11 (k) KPC/05/07)
Mr. Croughton thought that the Meeting held on Thursday, 14th June 2007 with the Public Transport Manager from Kent County Council and the Commercial Manager from Arriva was very positive. It was explained that the recent changes in the bus services affecting Kemsing were part of a much wider bus service reorganisation. Arriva and Kent County Council would consider a number of points raised by Mr. Croughton to improve connections and to make it more attractive for residents. Mr. Croughton hoped to be able to report some progress at a later meeting. A printed report of the meeting would be available in due course.
- (k) Sewage System (See Minute 3(b) KPC/02/07)
The Council noted a letter from Thames Water in response to the Clerk's enquiry. Members felt that the letter was very disappointing and it was agreed that a copy of the letter would be sent to District Councillor, Miss Lorraine Stack, to confirm what Sevenoaks District Council's consultation arrangements were.
- (l) Barnfield Crescent – Retained Housing Estate Land (See Minute KPC/01/07)
The Council considered a letter dated 16th May 2007 from Sevenoaks District Council's Professional Services Manager, advising that the District Council would be prepared to transfer the land on terms and conditions set out in the letter. Mr. Burfield was concerned about the three car park spaces directly next to the field and suggested that a site plan would be obtained to ascertain whether these would form part of the transfer.

Mrs. Cole proposed from the Chair:

"That the Parish Council accepts the transfer of land in question as set out in the letter from Sevenoaks District Council."

CARRIED unanimously

3. **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 21st May 2007, Reference P/07/2007, previously circulated."

CARRIED unanimously

(b) Planning Committee

Mr. Dawes proposed and Mr. Croughton seconded:
"That the Council approves the Minutes of the Meeting held on 4th June 2007, Reference P/08/2007, previously circulated."

CARRIED unanimously

(c) Recreation Grounds Committee

Mrs. Cole proposed from the Chair:
"That the Council approves the Minutes of the Meeting held on 23rd May 2007, Reference RG/25/2007, previously circulated."

CARRIED unanimously

(d) Highways Committee

Mr. Buttifant proposed and Mr. Smith seconded:
"That the Council approves the Minutes of the Meeting held on 31st May 2007, Reference H/03/2007, previously circulated."

CARRIED unanimously

Item 4.1 - Notice Boards :

Mr. Buttifant proposed and Mrs. Cole seconded:
"That the Council accepts the Report and Quotation from Mr. Jim McIntyre to replace and repair the notice boards."

CARRIED unanimously

Item 4.5 - Installation of telegraph pole in Childsbridge Lane :

Mr. Buttifant reported that the pole had been moved.

(e) Finance Committee

Mr. Burfield proposed and Mr. Croughton seconded:
"That the Council approves the Minutes of the Meeting held on 6th June 2007, Reference F/108/2007."

The following recommendations were approved:

Item 3 (a) - Risk Assessment

"That the Council adopts the Risk Assessment document produced by the Finance Committee in December 2005."

Item 3 (b) - Asset Register

"That the Council approves replacing the Deputy Clerk's computer, the Clerk's printer and the laminator."

Item 4 - Review procedures for non-invoiced payments

"When 'non-invoiced' financial commitments are being placed before Council, the resolution should include the conditions (exact date and method) of payment."

It was further agreed that the Council would pay grants and donations twice a year at the May and November meetings, this being after receipt of the precept funds.

Item 6 - Reserve Fund

The Council noted that the Finance Committee urges the Parish Council to consider planning the utilisation of these funds for a project or projects by March 2009, when a significant amount of the reserve would otherwise need to be reinvested.

Mr. Bennett said that he would not support this as unforeseen problems might arise in future for which this money could be used.

CARRIED unanimously

(f) Downland Management Committee

Mr. Bennett proposed and Mr. Buttifant seconded:

"That the Council approves the Minutes of the Meeting held on 13th June 2007, Reference DM/03/07."

CARRIED unanimously

Mr. Bennett drew attention to the following item:-

Item 4 (b) - Alder tree

The Parish Council agreed not to challenge Sevenoaks District Council's decision in the High Court, which was to impose a Tree Preservation Order on the Alder tree.

Mr. Bennett proposed and Mr. Dawes seconded:

"That the Parish Council applies to Sevenoaks District Council for permission to cut down the Alder tree, which is subject to a Tree Preservation Order."

CARRIED unanimously

It was agreed that the Clerk obtain a report from an Arboricultural specialist which it is hoped would provide evidence to support the application.

Mr. Bennett reported that at a recent site meeting of the Kemsing Downs Nature Reserve Joint Management Committee, Members examined an area where it found that several small trees had been cut down, other had had extensive amounts of bark removed and a structure similar to that of a tree house, had been erected on the Nature Reserve. Evidence of small fire sites was noted, which was a particular concern for the representative from Kent Wildlife Trust, who considered these activities inappropriate behaviour on a Nature Reserve.

Mr. Bennett advised the Council that PC Wilkinson had evidence of the tree being cut and asked the Parish Council (who is the land owner), to consider prosecuting the offender/s. Mr. Bennett was particularly concerned about the fire activities, but also felt that the tree house structure did not appear to be very stable. Mr. Bennett was concerned about possible injuries to other people and did not want the Parish Council to be held liable. Mr. Croughton also agreed that the fire activities were a cause for concern.

Mr. Bennett proposed and Mr. Dawes seconded:

"That the Parish Council agrees to prosecute those who are responsible for the damage to the trees on the Nature Reserve, in order to prevent any further damage."

DEFEATED 4 against, 3 in favour, 1 abstention

It was suggested that the tree house structure would be dismantled and the site cleared.

Mrs. Cole proposed from the Chair

"That the Parish Council ask Mr. Willmore to clear the rubbish from the site."

CARRIED 5 in favour, 3 against

(g) Chairman's Report

- (i) A briefing from Kent Police was received on shed security.
- (ii) A neighbourhood Contact List for the Sevenoaks Area was received from Kent Police.
- (iii) A list of forthcoming Training Days was received from Kent Association of Parish Councils.
- (iv) An invitation to the Annual General Meeting of the Management Committee of Sevenoaks Citizens Advice Bureau was received.
- (v) Kent County Council advised that their Agenda and Minutes would be available online in future.
- (vi) Mrs. Caroline Coplestone was interested in becoming a tree warden. The Downland Management Committee would consider the request at its next meeting.
- (vii) In an email to the Parish Council, Dynes Post Office advised that they were uncertain whether the Post Office would remain open due to the reorganisation and asked whether the Parish Council would consider supporting them. ***The Council agreed to support both Post Offices in the village.***

(h) Reports from Officers

- (i) Mr. Burfield advised the Council that the Sevenoaks Joint Transportation Board Committee currently has a vacancy and Mr. Buttifant was interested to join this Committee.

3. **APPOINTMENT OF REPRESENTATIVES**

Mr. Burfield and Mr. Smith were appointed as representatives on the Pavilion Management Committee.

4. **ST. EDITH HALL MANAGEMENT COMMITTEE**

The Council was asked to consider the letter dated 6th June 2007 from Mr. Peter Kendall, Chairman of the St. Edith Hall Management Committee (copied to Councillors only), concerning right of way over land owned by the St. Edith Hall to a proposed new vicarage and church hall.

A lengthy document prepared by the Revd. Ashworth was circulated at the Meeting. Mr. Bennett proposed and Mr. Croughton seconded:

"That this item be deferred to the next meeting to give Councillors ample time to read this document."

CARRIED 7 in favour, 1 abstention

5. **BUS SHELTER – CHILDSBRIDGE LANE**

Councillors discussed a petition from residents of Childsbridge Lane, asking the Parish Council to consider relocating the bus shelter as soon as possible. Mr. Burfield said that in his view, the shelter could not be used as a youth shelter as previously suggested, since the structure did not conform to the normal standard of youth shelters in general.

Mr. Croughton, who felt that it was very unfortunate that the shelter had attracted graffiti, said that discussions to reinstate the service between Kemsing and Otford with KCC were still ongoing, and that the shelter was previously used by many bus travellers.

Mr. Dawes proposed and Mrs. Ross seconded:

"That the bus shelter at the top of Childsbridge Lane be removed."

CARRIED 5 in favour, 3 against

The Clerk was asked to find the best way of disposing of the bus shelter.

6. **POWER SUPPLY AND UNDERGROUND CABLING TO FLOODLIGHTS FOR USE BY KEMSING UNITED FC**

The Council considered a request from the Kemsing UTD FC to install floodlighting which was essential during winter months.

Mr. Croughton proposed and Mr. Dawes seconded:

"That the Parish Council has no objection to Kemsing UTD FC installing underground cabling with switched and secure power supply to floodlights which are currently used."

CARRIED 7 in favour, 1 abstention

7. **JOINT CHURCHYARD MAINTENANCE COMMITTEE**

The Council noted the Minutes of the Meeting held on 15th May 2007.

Councillors noted that the Accounts (Year ending December 2006) for St. Mary's Church would be available on request from the Clerk.

8. **ST. EDITH HALL MANAGEMENT COMMITTEE**

The Council received the Statement of Accounts for the year ending 31st March 2007.

Mr. Bennett asked what progress had been made on the meeting room. Mr. Burfield said that it was difficult to obtain quotations but it was progressing.

9. **BUSINESS REQUIRED BY STATUTE**

Code of Conduct

Mr. Buttifant, Mr. Dawes, Mr. Smith, Mr. Waters and the Clerk attended a Code of Conduct training session held at SDC on Monday, 11th June 2007. Mr. Dawes explained some of the changes and suggested that the Parish Council adopt the new Code of Conduct. The Standing Order Working Group would present this to full Council in due course.

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

Questions from the public were taken throughout the Meeting, at the Chairman's discretion.

11. **ACCOUNTS FOR PAYMENT**

Mr. Burfield proposed and Mr. Croughton seconded:

"That the Council approves the payment list (Vouchers 61,62,64,65,70 – 89) and to note the receipt list (Vouchers 63,66,67,68,69)."

CARRIED unanimously

Mr. Burfield proposed and Mrs. Cole seconded:

“That the Council transfer £50,000 from the Co-operative bank account to the Alliance & Leicester account.”

CARRIED unanimously

12. INFORMATION REPORT

The Information Report was noted and all the papers referred to, were laid on the table.

13. CO-OPTION OF NEW MEMBERS

Mrs. Cole informed the Meeting that two Parishioners (Ms. Karen Hawker and Dr. Philip Walker) were present because they were interested in being co-opted onto the Council. The Clerk had not received any prior confirmation that they would be present. The Chairman asked Members if they would like to consider the matter at this Meeting and the consensus was that it be dealt with.

Ms. Hawker introduced herself and explained why she was interested in becoming a Parish Councillor. Mrs. Cole proposed from the Chair:

“That Ms. Hawker be Co-opted to the Parish Council.”

CARRIED unanimously

Dr. Walker introduced himself and briefly explained why he was interested in becoming a Parish Councillor. Mrs. Cole proposed from the Chair:

“That Dr. Walker be Co-opted to the Parish Council.”

CARRIED unanimously

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

There were no matters raised.

15. DATES OF NEXT MEETINGS:

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| 27 th June 2007: | Emergency Services |
| 2 nd July 2007: | Planning |
| 16 th July 2007: | Planning |
| 18 th July 2007: | Parish Council |
| 30 th July 2007: | Planning |

The Meeting closed at 10.14 p.m.