

KEMSING PARISH COUNCIL

Clerk's Office, St. Edith Hall

Kemsing

SEVENOAKS

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**Minutes of a Meeting of the Parish Council
held in the Small Hall, St Edith Hall, Kemsing
on Wednesday 15 January 2003 at 8.00 p.m.**

PRESENT: Mr A C Andrews (in the Chair)
Messrs J B Allen, D V Bennett, B D Buttifant, G R Croughton,
A M Davies, R J Dawes, P M H Kendall, A V Waters, Mrs P J
Westaway

IN ATTENDANCE: Mrs L M Drage, Parish Clerk

APOLOGIES: Mrs M R Cole, Mr J S Downey
Mrs J Course, District Councillor

Declarations of Interest in the Register

No new Declarations were made

1. **MINUTES**

The Minutes of the Meeting held on 20 November 2002, reference KPC/11/02, having been circulated previously, were approved and signed subject to amendment.

The Minutes of the Closed Meeting held on 20 November 2002, reference MC/lmd 25.11.02, having been circulated previously, were approved and signed.

2. **MATTERS ARISING FROM THE MINUTES**

- (a) Staffing Arrangements/Local Government Pension Scheme (see Minute 2(a))
Members noted that in accordance with decisions taken at the Closed Meeting held on 20.11.02, a letter, signed by Mr Andrews, was sent to the Parish Clerk to confirm completion of the probationary period and to both Clerk and Deputy Clerk to advise the new salary structure with effect from 6 April 2003.
- (b) The St Edith Hall Lease with The St Edith Club (see Minute 2(b))
Mr Andrews advised that the matter is progressing satisfactorily.
- (c) Fingerpost, Dynes Crossroads (Minute 2(c))
Following a site meeting on 21.11.02 between the Clerk and the Highway Manager for Sevenoaks District Council (S.D.C.), an order had been placed eventually by S.D.C. with Duncan Displays, Kemsing. The Clerk was pleased to report to Members that the additional information and mileages requested had been completed, together with reinstatement of the Otford/Shoreham finger damaged over the Christmas period.

- (d) Parish Office Storage Systems (Minute 2(g))
Members were advised that the Clerk and Deputy Clerk are currently updating the Office filing system, and that notices had been posted throughout the Village seeking offers, by 24.1.03, for the two metal filing cabinets, surplus to requirements.

The Clerk advised Members that storage capacity within the Office is limited and that a request would be made to the St Edith Hall Management Committee for a storage area within the Hall.

- (e) Scout Hut (Minute 2(h))
Members were informed that further damage had been caused to the Scout Hut.

The Chairman proposed:

That the matter be referred back to the Recreation Grounds Committee for progressing

CARRIED unanimously

- (f) Parish Newsletter (Minute 2(i))
Members noted that the Deputy Clerk had completed the Newsletter with the help of Mr Croughton, and delivery from Highland Printing Services was expected on Friday 10.1.03.

Mr Davies asked Members if they would be kind enough to deliver a circular from the Heritage Centre with the Newsletter. Members indicated their willingness to do so. Mr Davies advised that the Heritage Centre letter would be available in a day or two and he would deliver sufficient copies to fellow Members.

The Clerk suggested that consideration should be given to the timing of the next Newsletter and asked whether each of the Committee Chairmen would be submitting a report on the work of their committee to the Deputy Clerk.

Mr Andrews advised that the next publication date should be in time for the Parish Meeting (19.3.03) and that Chairmen should report only on the work of their committee. Mr Andrews advised caution, however, in that such reports should not be seen as electioneering. Mr Andrews stated that Members are required to meet the cost of any form of election canvassing from their own pockets.

- (g) Parish Transport Grants/Need for an Evening Bus Service/Orbit (Minute 2(j))
Mr Croughton reported there was nothing new to advise on Parish Transport Grants, although he hoped to press for more action depending on the response to the Evening Bus Service questionnaire circulated as part of the Newsletter. Mr Croughton reported that the Orbit study was expected

to recommend an area-wide charging scheme and also that a widening scheme for the M25 is anticipated.

- (h) Kemsing Lawn Tennis Club (Minute 2(k))
Members noted that application forms had been completed by the Tennis Club and submitted by the Deputy Clerk on 5 December 2002 prior to the deadline of 31.12.02. The Clerk advised Members that the Deputy Clerk hoped to have news of the application in time for the February 2003 Meeting.
- (i) Christmas Lights (Minute 2(m))
Members noted that the lights had been on at both the St Edith Well area and Dynes Parade for a period of four weeks. The Clerk advised that a report/quotation for replacing the lights at Dynes Parade for Christmas 2003, is awaited from the Contractor and Members would be advised at the earliest opportunity. Alternative quotations would be sought, as necessary.

The Clerk advised that a letter would be sent to Mr & Mrs Wakefield at Dynes Newsagents and Mr Brian Prosser at The Bell at Kemsing, thanking them for their assistance in providing power for the lights, and forwarding a cheque for £20.00 each.

- (j) Footpath from Tudor Drive over the Railway (ref. Minute 2(f))
A copy of a response received from Otford 's Parish Clerk had been circulated prior to the Meeting and Members noted that the Clerk had undertaken to monitor this matter, and to write to Railtrack in order to register Kemsing Parish Council's interest. Members agreed that no further action was necessary for the moment.
- (k) Donation to Kemsing Primary School (Minute 9)
Members noted that verbal thanks had been received from the School for the donation of £200.00 towards the Christmas Dinner for the Kemsing Elderly held on 7.12.02. Five Members had accepted the School's invitation to take tea with guests during the afternoon.

Mr Croughton reported he had received favourable comments about the Christmas Dinner organised by the School. Mr Allen advised that the School hoped to make the Dinner an annual event.

- (l) Emergency Services – Telephones (Minute 11(c))
The Clerk updated Members on this matter. Members noted that on the instruction of S.D.C., the information imparted should be treated on a confidential basis.
- (m) S.D.C. Legal Department (Minute 11(e)(i))
The Clerk had circulated a copy of a response to a letter sent on 2.12.02, the content of which was noted by Members.

Mr Bennett reported that S.D.C. would be asked to proceed therefore, with the purchase of the Remainder Land.

- (n) Kemsing Library (Minute 11(e)(ii))
Members noted the response from Kent County Council Education & Libraries (Sevenoaks) which advised that the condition of Kemsing Library would be reviewed and as funding became available such work as suggested by the Parish Council would be carried out. Members noted County Councillor, Mr Ronnie Norman had also expressed concern on the exterior condition of the building and had received the same response.
- (o) K.D.N.R. Guides to Kemsing Primary School (ref. October 2002 KPC/10/02 5(d))
Mr Andrews reported that the Council's offer of copies of the Guide had been warmly accepted by the School and arrangements were being made through Mr Allen for the distribution of 140 copies. Mr Allen confirmed that he would liaise direct with Mr Andrews over arrangements for the presentation and would transport the 140 copies of the Guide to the School

3. **BUSINESS REQUIRED BY STATUTE**

- (a) Annual Audit for the Year Ending 31 March 2002.
Members noted that Notification of the Completion of the Annual Audit had been received by the Clerk on 8 January 2003, and that the External Auditor's Certificate and Opinion had been qualified by a note drawing attention to the fact that 'No independent internal auditor arrangements are in place'. (Members noted that although this comment refers to the Year Ending 31.3.02, this outstanding matter would be dealt with under Agenda Item 11(b).)

The Clerk advised that in accordance with The Audit Commission Act 1998 and the Accounts and Audit Regulations 1996, the Clerk had posted a 'Notice of Conclusion of Audit and Right to Inspect The Annual Return' on the Hall Noticeboard with effect from 8.1.03. This Notice would be displayed for the statutory period of fourteen days, at least.

- (b) The Freedom of Information Act 2000
The Clerk reported that the Information Commissioner had approved the Model Publication Scheme (Core Classes Only) submitted by the Council, for the period from 28.2.03 to 28.2.07.

Members considered the document previously circulated by the Clerk with proposals for publicising the Scheme and levying a charge for information provided. The Clerk was able to clarify the period of availability for documentation.

Mr Croughton proposed and Mr Davies seconded:

That Members approve suggestions made by the Clerk (Memo 13.1.03) with regard to publicising the Scheme, the photocopying fee of 5p/A4 sheet and 10p/A3 sheet (plus Post & Packing), and the format of information available.

CARRIED unanimously

4. **RESIGNATION OF DR J PENNEY**

Mr Andrews advised Members that as the vacancy caused by the resignation of Dr Penney, with effect from 11 November 2002, occurred within six months of the date on which Dr Penney would have completed his term of office, the Council could fill the vacancy by co-option but it was not bound do so.

Mr Bennett proposed and Mr Croughton seconded:

That no action be taken in view of the short time-span between joining the Council and the Parish Council election in May 2003.

CARRIED unanimously

5. **KEMSING WEB SITE**

A Report submitted by Mr Waters, who had been charged with maintaining the site, was discussed fully. It was generally agreed that the site was 'passive' in nature in that it gave basic information, useful to those wishing to learn more about Kemsing, but that it needed to be updated regularly.

Mr Waters proposed and Mr Dawes seconded:

That the Website be retained under the continued direction of Mr Waters

CARRIED – 9 in favour 1 against

6. **AFFORDABLE HOUSING**

Members considered the Report submitted by Mr Andrews, previously circulated to Councillors. There was some debate concerning this matter and Mr Andrews suggested that it would be helpful to invite Mr Andrew Smith of the Rural Housing Trust to a meeting of the Village.

The Chairman proposed:

That a meeting be arranged at the earliest possible opportunity after the Parish Council election

CARRIED – 9 in favour, 1 abstention

7. **MEMORIAL TO THE LATE ALLEN BRYANT**

The Clerk advised Members that most Clubs and Organisations within the Village had contributed to the Kemsing Pavilion Trust Collection at the Thanksgiving Service on 22.11.02. It was reported that Kemsing Singers plan to stage a concert in February 2003 inviting donations. Allen's Family had suggested a sculpture of an eagle mounted on the roof of the Pavilion and this matter had been discussed by the K.S.A., which had taken over the organisation of the Memorial.

Members agreed that Mr Davies and Mr Waters would report back to Members on this matter, as necessary.

8. **ST EDITH'S ROAD/WEST END**

There was a good deal of discussion concerning the footway from St Edith's Road to the Garage. Members discussed various options to deter drivers from mounting and parking on the footway, including 'No Parking' restrictions, raising the kerbing, installing bollards or railings, eliminating the pavement and widening the road.

The Chairman proposed:

That advice be sought from the Road Safety Unit at S.D.C. Highways Unit on ways of improving the footway.

CARRIED unanimously

9. **KEMSING HERITAGE CENTRE**

Minutes of the Management Committee Meeting held on 19 November 2002, received on 2.12.02 had been circulated previously to Members.

RESOLVED to receive the Kemsing Heritage Centre Management Committee Minutes

Members were reminded by the Clerk that the Kemsing Heritage Centre Association had come into operation from 1 January 2003.

10. **REQUEST FOR A DONATION FROM THE EVERGREENS**

The Clerk advised that a request had been received on 11.12.02 from Mrs J Mantle, the new Secretary of the Evergreens, acknowledging a past donation of £200.00 and asking whether this would be possible again in 2003.

Members felt unable to consider the request as all Donations and Grants for 2003/2004 had been considered and agreed at the Finance Committee Meeting held on 4.12.02.

The Chairman proposed:

That the Clerk should write to Mrs Mantle and advise that the Council was unable to consider a request until the next Budget Meeting of the Finance Committee (provisionally scheduled for 2.12.03)

CARRIED unanimously

11. **COMMITTEE & OFFICER REPORTS**

(a) Planning Committee

The Minutes of the Meeting held on 9 December 2002, ref. P/23/2002 were circulated at the start of the Meeting by the Deputy Clerk. At the invitation of Mr Dawes, Members agreed to consider them at the Meeting.

Approval of the Minutes of the Meeting held on 9 December 2002, ref. P/23/2002, was proposed by Mr Dawes and seconded by Mrs Westaway:

CARRIED – 9 in favour, 1 abstention

Mr Davies asked whether the site next to Singletons had conformed to planning requirements with regard to the number of units allowed.

Mr Bennett asked whether planning permission is required for a tree house on a site, (since identified by Mr Dawes as The Conies).

Mr Dawes agreed to check both matters and report back.

(b) Finance Committee

The Council approved the Minutes of the Meeting held on 4 December 2002, ref. F/91/02 (already circulated) subject to an amendment to Page 4 first paragraph "*CARRIED – 5 in favour*" and Page 6 Item 7 to read "There were no publications or information received of interest to the Committee."

Members agreed to consider the Recommendations made by the Committee:

- i) that the Precept for the Year 2003/2004 be set at £63,000 and the Clerk be asked to advise S.D.C. accordingly

CARRIED unanimously

- ii) that Mrs Rosemary Banister be appointed as the Internal Auditor for the Year 2002/2003.

There was a good deal of discussion concerning the Recommendation made by the Finance Committee.

CARRIED 7 in favour, 3 against (Mr Andrews asked for his name to be recorded as voting against)

Members agreed that it would be inappropriate for Mrs Banister not to receive payment for carrying out the Internal Audit.

- iii) that grants be awarded in the financial year 2003/2004 as follows:
£100.00 to West Kent Neighbourhood Watch Association
£100.00 to Kemsing Joint Archives Project Group

£300.00 to Open Door
£100.00 to Sevenoaks Citizens Advice Bureau
£100.00 to Victim Support West Kent

Mrs Westaway reported that Mrs Cole (absent from the Meeting) had asked for her opposition to the grant for West Kent Neighbourhood Watch Association (£100.00) be noted by Members.

CARRIED – 9 in favour, 1 against

- (c) Downland Management Committee
Mr Bennett and the Clerk reported that the Minutes for the Meeting held on 8 January 2003, ref. DM/10/03, had not been made available to Members and this matter would be put before the Council at the February Meeting.
- (d) Any other Reports by Officers
 - (i) Emergency Services – Mr Kendall reported on flooding experienced in Park Lane and advised Members that contact had been made with S.D.C. concerning the availability of sandbags.
 - (ii) Mr Buttifant reported to the Meeting on the Highway Unit Parish Seminar attended on 14.1.03 along with the Clerk. Mr Buttifant also advised Members that he had met with the Highway Engineer responsible for Kemsing and it was hoped that such meetings would take place at least twice a year.
 - (iii) The Clerk took the opportunity of expressing thanks to Mr Buttifant for his help in delivering the Meeting Agenda to Members, for that particular meeting and many previous council meetings.

12. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

No Members of the Public were present

13. **INFORMATION REPORT**

Members received the Information Report, circulated with the Meeting Agenda.

14. **ACCOUNTS FOR PAYMENT**

The Clerk circulated an amended sheet for Agenda Item (b) (voucher nos. 284-285 & 291-312) which showed a change of 'Description' against Voucher no. 293 from "Treasury Stock Dividend" to "Heating & Insurance Grant".

The Council approved:

- (a) Accounts already settled on 20.11.02, voucher nos. 247 - 265
- (b) Accounts Paid, voucher nos. 266, 279-281, 284-285, 291-312
- (c) To note receipts, voucher nos. 267-278, 282-283, 286-290, 313-315

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

Mr Croughton asked for an item on Evening Bus Service to be placed on the February 2003 agenda.

Mr Davies announced the forthcoming appearance of The Castaways at a dance to be held in St Edith Hall on 22 February 2003. Tickets at £6.00 each available from Mr Davies.

Mr Andrews posted his advance apologies for absence from the February Parish Council Meeting and the Recreation Grounds Committee Meeting on 26 February.

Matters to be raised in the future:

Proposal for St Edith Hall – February 2003

Evening Bus Service – February 2003

Hospice Tree of Lights Event – June 2003

16. **DATES OF MEETINGS**

20 January	Planning
23 January	Highways (note Change of Date)
3 February	Planning
5 February	Emergency Services
17 February	Planning
19 February	PARISH COUNCIL

The Meeting Closed at 10.10 p.m.

Linda Drage
Parish Clerk

/lmd
27.1.03

