

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 21 January 2004 at 8.00 p.m.

COUNCILLORS PRESENT: A C Andrews (in the Chair)
D V Bennett, P R Burfield, B D Buttifant,
M Cole, G R Croughton, A M Davies,
R J Dawes, P M H Kendall, W Ross

IN ATTENDANCE: Miss J Down, Kemsing Youth Worker
Mrs J Course, District Councillor
Mrs S Palmer, Deputy Parish Clerk

APOLOGIES: Councillors A V Waters, M J Williams

Declarations of Interest in the Register

No new Declarations were made.

The Chairman welcomed all Members to the first Parish Meeting of 2004 and introduced Miss Jane Down as the Youth Worker to Kemsing village.

Miss Down reported that she began working in the village in August 2003 and that she works part time in the village and part time with the Sevenoaks Area Youth Trust. One third of her work is funded by the Church, one third by a charitable trust and the final third by Kemsing Parish Council.

The work in the village has four elements:

1. Work with St Mary's church including a Saturday night youth club for 11-15s; Sunday afternoons for 14-18s and also residential parties, the latest being to Wales and one planned for Halls Green in Weald. All these are proving very successful, particularly the residential.
2. Detached work in conjunction with Sevenoaks Detached Project which involves working directly with young people wherever they are found. The youth workers operate in teams of two or three and drive around locating young people and chatting to them to get their opinions on what they feel would help them or to answer any questions they may have.
3. Work on building relationships and getting known by the under 11s is seen as a valuable tool. The aim is to reach younger children before they go on to secondary schools and a Holiday Club is well attended by the 5-11s, a Wednesday junior club is attended by 8-11s. Links are made with the Brownies, the Junior Church and the New Explorers group.
4. Community links are also created with the school, church, police, library, Parish Councillors and District Councillors.

Surveys are taken when the opportunity arises seeking the opinions of young people on how activities could be improved in the village. A recent survey commented that the new basketball net and benches at Nightingale was appreciated and that new netted football goals would be useful. The people surveyed spoke of a fear about being hassled from the groups who hang around the parks or streets and they felt

this was more common at the Dynes Road end of the village. It was thought that street lighting would increase the feeling of safety.

Miss Down closed by saying the youth work in the village would continue. The Saturday night youth club and Sunday afternoon club would be introducing work to explore moral issues and faith questions and develop creativity. The detached work will continue as will development of the educational side of youth work with information on drugs etc.

The Chairman thanked Ms Down for coming to the meeting and asked that she do so again in the future. The Parish Council will be pleased to discuss any problems she encounters where she thinks they may be able to help. The Parish Council will also advertise on the Noticeboards any information that needs to be displayed.

1. MINUTES

The Minutes of the Meeting held on 19 November 2003, reference KPC/11/03, previously circulated were approved and signed as a true record of the meeting.

The Minutes of the confidential closed session held on 19 November 2003, previously circulated, were approved and signed as a true record of the meeting.

2. MATTERS ARISING FROM THE MINUTES

(a) The St Edith Hall Lease with The St Edith Club (see Minute 2(a))
This matter is progressing and Council will be updated at future meetings by members of the Hall Management Committee, as necessary.

(b) Kemsing Lawn Tennis Club (Minute 2(b))
This item is progressing with the remaining documentation awaited following completion of the building works.

(c) Affordable Housing/The Rural Housing Trust (Minute 2(c))
The Deputy Clerk has spoken to The Rural Housing Trust and has been advised that the report is still underway. It is hoped that this will be received prior to the February Council meeting.

(d) Internal Audit (ref Minute 2(d))
Mr Burfield reported that the Internal Auditor had advised the Council that the Financial Regulations required revision and KAPC had been approached for an updated model. The model received is the same version as previously used by the Council and it was agreed by the Finance Committee that the Council should not spend time trying to revise the current Regulations until an updated model is available to the Council.

Mr Burfield reported that the Internal Auditor had raised the incomplete state of the Risk Assessment document. The Finance Committee has agreed that the Clerk will be requested to convert the original 'cut and paste' document into a computer editable form which will satisfy the requirements of the Internal Audit.

Mr Burfield reported that the Internal Auditor had advised that the Asset Register needed updating to show not only the replacement value of an item but also a cost for fitting/installing. This will be progressed.

(e) St Edith's Road/West End (Minute 2(f))
The Deputy Clerk has scheduled a meeting on 11 February 2004 with Mr Mike Linfield, S.D.C. Highway Manager, to arrange an on-site inspection. Items to be addressed at the meeting are the kerbing, pedestrian safety, parking and congestion. The condition of the road surface will also be raised.

Questions received from Mr Wilmore will be raised at this time as will any others received by the Clerks Office prior to the meeting.

- (f) "Lower Haffenden" (Minute 2(h))
Completion of the purchase took place 15.10.03 and registration of Title at H.M. Land Registry has been received.
- (h) Possible Future Development of the St Edith Hall (Minute 4)
The Deputy Clerk reported to the meeting that Mr Waters had advised that no action will be taken regarding the possible re-development of part of St Ediths Hall at the present time.
- (i) Replacement of the Clerk's Office Computer (Minute 5)
The Deputy Clerk can confirm that the new computer has been installed and the data has successfully been transferred. The e-mail facility was back online during the first week of January and the new software is successfully detecting viruses from incoming e-mails.

Mr Burfield will obtain and fit a new internal time and memory battery.
- (k) Invitation to attend the official opening by HRH The Princess Royal of the Eynsford Affordable Housing Scheme (Minute 6)
Mrs Cole reported that this event was well attended and added that the development was initially made possible by the gift of land from a local farmer.

3. **BUSINESS REQUIRED BY STATUTE**

There was no Business required by Statute to consider.

4. **PROPOSAL RECEIVED FROM THE REVD NIGEL ASHWORTH**

Following the reading of a letter received from Mrs Shelley regarding the revised publishing date for the first edition of "The Well" magazine it was proposed from the Chair:

That the Council considers contributing from 1 April 2004 to the newly launched "Well" magazine, after seeing the inaugural edition and obtaining the views of parishioners at the Annual Parish Meeting. For March 2004 we believe that the Council should distribute its own newsletter advertising the Annual Parish Meeting.

CARRIED – 7 for, 1 against, 2 abstentions.

It was agreed that the proposal to publish in "The Well" will be raised at the Annual Parish Meeting. It was also agreed that the issue of distribution needs to be clarified.

5. **CCTV**

Mr Croughton reported that Sevenoaks District Council has brought out a report on CCTV System Evaluation, together with a series of recommendations, which will be put to Cabinet on 22 January 2004.

If the recommendations are accepted Sevenoaks District Council will be committed to both keeping and enhancing the current system which is at present full to capacity. Should space become available for an additional camera, the cost is anticipated to be approximately £20,000 of which 50% is the transmission cost of the BT link from the camera to the Control Room.

As the result of a zero response to the Parish Council's request for comments in the last edition of the Newsletter and in light of only one Parish Committee identifying a use for it Mr Croughton proposed and Mr Bennett seconded that

The subject of CCTV is shelved for the time being.

CARRIED – 7 for, 3 against.

6. **VILLAGE LOGO**

Mr Dawes reported that the response from Kemsing Primary School had resulted in one entry and it was agreed that this entrant would be awarded the prize of a £10 book token which will be

budgeted from the Chairman's Allowance. Mr Dawes will liaise with Mr Waters over how this should be presented.

Mr Dawes has approached Monty Parkin who will look for ideas to help and will also consult with his colleagues. Mr Dawes will also approach a number of designers for their opinions.

A presentation of all the design ideas will be arranged but it was agreed that this was a project that could not be rushed.

The Chairman thanked Mr Dawes for the progress made to date.

7. **COUNTRY EYE**

PC Wright presented this scheme to the Parish Council Meeting in October 2003 and Members have now had an opportunity to study the literature PC Wright handed out.

It was Proposed from the Chair that no further action need be taken by the Council.

CARRIED unanimously.

8. **APPOINTMENT OF REPLACEMENT PARISH CLERK**

The appointment of a new Clerk is progressing slowly. A first round of interviews had not resulted in an appointment and the possibility of using an Agency is now being considered. It was AGREED that the group of Members responsible for appointing a new Clerk would place advertisements throughout the village and that they would research the costs and benefits of using the services of an Agency.

Mrs Cole thanked Mrs Palmer for doing the extra work and for keeping things going.

It was AGREED that Mrs Rosemary Banister would be asked if she would be willing to assist in the office for up to 8 hours per week.

It was Proposed from the Chair that the Council ratify the memo sent by Mr Andrews to all Councillors on 18 December 2003 concerning Mrs Palmer being appointed Proper Officer whilst she is Acting Clerk and Mr Paul Burfield being appointed as Responsible Financial Officer.

CARRIED unanimously.

For the entertainment of the Council Mr Davies read out a Minute from a meeting held in April 1925 which detailed the process of obtaining a new Parish Clerk.

9. **REPORT ON KAPC MEETING**

Mr Burfield reported to members on the recent KAPC meeting and passed to the Council a copy of the Annual Review 2002-2003 of the Kent Downs Area of Outstanding Natural Beauty which will be held in the Clerks Office.

The new Councillors Allowances came into effect on 1 January 2004 and it is now possible for Parish Councillors to claim a "Parish Basic Allowance" in relation to their expenses whilst carrying out Council duties.

In order to claim this allowance the Parish Council must pay for an approach to be made to the "remuneration panel" which has been set up to advise Parish Councils on the rates they can set. Despite the recommendations of the "remuneration panel", the Parish Council can set any rates they deem appropriate but the general public must be informed of both the recommended rates and the actual rates.

It is unclear how to claim for the Travelling Allowance as there is no longer an official scale. The Parish can choose a rate, publish it, and then be challenged on it.

It was AGREED that Mr Burfield as Responsible Financial Officer would research a suitable scale, such as that used by the RAC, and make a recommendation to the Parish Council at the next meeting.

Mr Burfield added that Members can now claim for driving or cycling to any Parish Council meetings held within the Parish.

10. COMMITTEE & OFFICER REPORTS

(a) Planning Committee

The Council were asked to consider the Minutes of the Meeting held 8 December 2003, ref. P/18/2003, previously circulated. Mr Dawes drew attention to the Recommendation contained in Item 6(b) and the Minutes were duly approved.

Members were asked to note Item 5(b) concerning Woodside and Fernbank Farms. Mr Dawes pointed out that this is a particularly difficult situation to resolve.

(b) Recreation Grounds

The Council approved the Minutes of the Meeting held 12 November 2003, ref. RG/10/2003, previously circulated.

(c) Finance Committee

The Council approved the Minutes of the Meeting held 2 December 2003, ref. F/94/03, circulated with the Agenda.

Members noted the Requests for Funding for 2004/05 to be approved at a future Council meeting.

The Council approved the Minutes of the Meeting held 10 December 2003, ref. F/95/03, circulated with the Agenda.

Members were asked to consider the following RECOMMENDATION:

That the Precept for the Year 2004/2005 be set at 54,000 and the Deputy Clerk be asked to advise S.D.C. accordingly.

Mr Andrews asked that Members note the Minutes show one person voted against the recommendation which was himself as he was not confident with this figure. Mr Andrews went on to read a statement giving his reasons for his disagreement and encouraging the Council to think about embarking on new projects.

Mr Kendall disagreed with the way this matter was presented by Mr Andrews but stated that he would not vote against the idea of looking into new projects.

Mr Burfield explained the way the precept had been calculated and was supported by Mr Bennett. He went on to clarify how any new projects would be funded which would not directly affect the calculation of the precept which was currently under discussion.

Further discussions regarding various funds for burial grounds and recreation grounds ensued but it was made clear that no change in Council policy has occurred.

Mr Andrews Proposed from the Chair that the proposed precept be raised by £6,000.00

DEFEATED – 3 for, 5 against.

Mr Kendall Proposed that the precept be raised by £3,000.00 to cover the legal fees and the anticipated costs that will be incurred changing usage of the Billiard Room from the St Edith Club, which was not taken into account at the Finance Meeting when the precept was calculated.

CARRIED unanimously that the precept be set at £57,000.00.

- (d) Downland Management Committee
The Council approved the Report of the Meeting held 7 January 2004, ref. DM/15/04, previously circulated with the Agenda and the recommendations contained therein.

Members ratified the paper prepared by Mr Bennett dated 18.12.03 entitled Lower Haffenden Hedge Project, circulated with an accompanying memo from Mr Andrews dated 18.12.03. Mr Bennett drew Members attention to paragraph 18 requesting:

The Council considers giving its Joint Management Committee representatives authority to spend an additional amount up to £1,000 on the project if they unanimously agree this to be necessary.

Mr Bennett did not rule out the possibility of obtaining more grant monies but also pointed out that unforeseen problems may arise as the work progresses, particularly in the area where the hedge lies beneath overhead cables.

CARRIED unanimously

As the time was 10.30 pm, Members agreed to continue the Meeting for a further 15 minutes.

- (e) Any other Reports by Officers

- (i) Annual Parish Meeting – 17 March 2004
Mr Andrews Proposed from the Chair
That the Annual Parish Meeting would have a formal opening lasting about 45 minutes to be followed by informal discussions with Parish Councillors, District Councillors and County Councillor Mr Norman if he is able to attend.

Carried unanimously

Tea, coffee and biscuits will be provided which will be coded to the Chairman's Allowance.

- (ii) The Deputy Clerk reported that due to a fire, the disabled w.c. was locked from the end of December to 9 January for cleaning. The nappy changing table has been burnt and will not be replaced. The ladies was locked by SDC on New Years Eve and opened again on 9 January as it was feared this would be vandalised too. KPC has been offered a key if a responsible person can be found to lock these facilities each evening and open them again early in the morning. Mrs Cole will try to find a suitable keyholder.

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

There were no Members of the Public present.

12. **INFORMATION REPORT**

Members received the Information Report, circulated with the Agenda.

13. **ACCOUNTS FOR PAYMENT**

The Council approved:

- (a) Accounts paid, voucher nos. 244-269 and 274-292
(b) To note receipts, voucher nos. 242, 270-273 and 293-294

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

Mr Davies asked if anyone would like to join him in the task of indexing the Parish Council Minute Books.

Matters to be raised in the future:
The Well Magazine - April 2004

Six month Review of Public Information on the Work of the Council – April 2004 (AW)
Requests for funds – May 2004

15. **DATES OF MEETINGS**

2 February	Planning
4 February	Emergency Services
16 February	Planning
18 February	PARISH COUNCIL

The Meeting Closed at 10.47 pm

Sharon Palmer
Deputy Parish Clerk