

KEMSING PARISH COUNCIL

Clerk's Office, St. Edith Hall

Kemsing

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**Minutes of a Meeting of the Parish Council
held in the Small Hall, St Edith Hall, Kemsing
on Wednesday 19 February 2003 at 8.00 p.m.**

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

IN ATTENDANCE: Mr J S Downey joined the Meeting after Item 1
Mrs L M Drage, Parish Clerk

APOLOGIES: Mr A C Andrews, Mrs P Westaway

Declarations of Interest in the Register

No new Declarations were made

Mr Bennett asked whether membership of the Kemsing Heritage Centre Association should be listed in the Register of Interests. Mr Davies offered to look into this matter following the Meeting.

1. **MINUTES**

The Minutes of the Meeting held on 15 January 2003, reference KPC/1/03, having been circulated previously, were approved and signed subject to amendments.

2. **MATTERS ARISING FROM THE MINUTES**

(a) The St Edith Hall Lease with The St Edith Club (see Minute 2(b))
Mrs Cole and Mr Kendall reported that the matter is progressing.

(b) Parish Office Storage Systems (Minute 2(d))
The Clerk reported that the overhaul of the Office filing system is progressing and a second filing cabinet had been delivered. Indications had been received that archive/storage facilities may be made available within the Hall, when past users had cleared out storage areas.

(c) Parish Newsletter – Spring 2003 (Minute 2(f))
At the request of the Deputy Clerk, Committee Chairmen had each submitted a Report for inclusion in the next edition of the Newsletter which

would incorporate the Agenda for the Annual Parish Meeting due to be held on 19.3.03. The Clerk advised that delivery to the printer would be within the next day or two and delivery to the Parish Office of the printed Newsletter is anticipated by Friday 28.2.03. The Deputy Clerk will have batches available for collection by Members from Wednesday 5.3.03.

Mrs Cole advised she would be unable to deliver her allocated round.

Mr Buttifant and Mr Kendall offered to deliver to Dynes Road and Norman Close respectively, formerly covered by Dr Penney.

(d) Need for an Evening Bus Service (Minute 2(g))

Mr Croughton reported he had received a somewhat low response of seventeen replies to the Evening Bus Service questionnaire. The most popular request was for a return service from Sevenoaks between 10.00 & 11.00 p.m. Mr Croughton said he would be writing to the Kent Rural Community Council to see whether they thought it would be worthwhile in proceeding to the next stage of holding a joint meeting with Otford with a view to raising a grant application.

(e) Kemsing Lawn Tennis Club (Minute 2(h))

The Deputy Clerk had advised that S.D.C. hoped to have a decision on the grant application at the beginning of April 2003.

Members considered correspondence received from the Club, seeking documentary evidence of the Council's freehold ownership of the land and permission for the Club to operate thereon for the next ten year period.

The Clerk advised that file documents appeared to show that the Security of Tenure agreement between the Club and the Parish Council expired in 1997.

The Chairman proposed:

That the Kemsing Lawn Tennis Club be granted a Security of Tenure retrospectively from 1997 for a period to February 2013.

CARRIED – unanimously

Mr Davies agreed to assist the Clerk in identifying the correct legal documents showing evidence of the Council's freehold ownership of the land.

(f) Christmas Lights (Minute 2(i))

The Clerk reported that a report & quotation for replacing the lights at Dynes Parade for Christmas 2003, is awaited from the contractor.

(g) K.D.N.R. Guides to Kemsing Primary School (Minute 2(o))

Mr Allen confirmed that arrangements are in hand between Mr Allen and Mr Andrews with regard to the Presentation. Mr Allen has undertaken to

advise the Deputy Clerk of the outcome so that this occasion may be reported in a future edition of the Parish Newsletter.

(h) Memorial to the Late Allen Bryant (Minute 7)

Members considered correspondence received concerning the St Edith Hall booking for the Tribute Concert staged on 15.2.03. by the Kemsing Singers.

There was some discussion about the use of public money being used towards a memorial for an individual and thereby setting a precedent.

Mr Downey proposed and Mr Dawes seconded:

That the Council underwrites the cost of the hire of the Hall (£105.00) on this occasion in acknowledgement of the exceptional contribution made to the Village by the late Allen Bryant.

CARRIED – 6 in favour, 1 against, 3 abstentions

- (i) St Edith's Road/West End (Minute 8)
Mr Buttifant gave a brief report to Members of a meeting held that day with an engineer from Kent County Council (K.C.C.) West Kent and the Deputy Highways Manager from Sevenoaks District Council (S.D.C.). Further discussion would take place after the outcome of the S.D.C./K.C.C. bid is known and Mr Buttifant hoped to report further to Members at the April 2003 Meeting.
- (j) Planning Matters (re Minute 11(a))
The Deputy Clerk had advised that in response to a request by two Parish Councillors, the Conies site had been examined and it was confirmed that permissions exist for all current permanent structures. This did not apply to the tree house which, although of sturdy construction, would likely fall within the description of "temporary play equipment" and would not require planning permission. Mr Dawes confirmed that the Planning Committee did not propose to take any further action.

3. **BUSINESS REQUIRED BY STATUTE**

- (a) Accounts and Audit Regulations 1996
Members noted that the purpose of the Internal Audit is to test the financial control systems and for findings to be reported to the Council. It is up to the Council to assess and then to decide what it should do as a result, acting in proportion to the relevant risks.

Mr Allen reported to Members on the Interim Report submitted by Mrs Rosemary Banister and previously circulated to Members. Mr Allen said that Mrs Banister had produced an extremely professional report, and the Clerk had taken great care and trouble to ensure the audit had gone smoothly. Mr Davies reported that he had been told by Mrs Banister she had found it most helpful that everything was in order. Mr Davies confirmed Mrs Banister would submit an invoice in due course for the service provided as Internal Auditor for 2002/03.

The Clerk advised that a reference in the Report to Fees & Charges for photocopying and laminating was incorrect as in fact, this service was not offered.

There was a brief discussion on the need for Risk Assessments and Mr Davies said Mrs Banister had confirmed the importance of this undertaking. The Clerk advised that this matter would be progressed at Finance

Committee level and would be considered at the next Committee Meeting in June 2003.

Members received the Interim Report, ref REP/1/Kemsing/03 dated 29.1.03, issued by the Internal Auditor, Mrs R A Banister, and previously circulated to Members.

4. **KEMSING HERITAGE CENTRE ASSOCIATION**

The audited Finance Statement for the year 1 January to 31 December 2002 was considered by Members.

The Council received the Kemsing Heritage Centre's Finance Statement for 2002

5. **POSSIBLE FUTURE DEVELOPMENT OF ST EDITH HALL**

Members noted the Report dated 24.1.03 submitted by Mr Waters, and previously circulated.

Members noted that this matter was shown under Agenda Item 14 for future consideration.

6. **S.D.C. HOUSING FORUM 24.1.03**

Members noted the Report dated 24.1.03 submitted by Mr Waters and previously circulated.

7. **ENGLISH HERITAGE BUILDINGS - VILLAGE SIGN COMPETITION**

Members considered the letter dated 17.1.03, previously circulated, received from English Heritage Buildings, inviting the Parish to submit a brief history of the Village together with a sketch of a proposed village sign, before the end of March 2003.

Mr Dawes felt the sign should be updated. However, Members agreed that due to lack of time, no further action would be taken.

8. **KENT CALOR VILLAGE OF THE YEAR**

Details of the Kent Village of the Year competition, previously circulated, and won by Otford in 2002, were discussed. Members noted the closing date for applications of 31.3.03.

The Clerk reported that Mrs Erica Cole had kindly offered assistance from the Heritage Centre Association in putting together an application, should the Parish Council decide to enter the competition. Members agreed that no further action would be taken.

9. **REQUEST FOR A DONATION FROM KEMSING PRIMARY SCHOOL**

Members considered a letter, previously circulated, received from the School for a grant to stage a Senior Citizens' Christmas Dinner 2003. Details of income and expenditure for Christmas Dinner 2002, were noted.

The Chairman proposed:

That this matter should be dealt with at the Finance Committee Meeting to be held in June 2003.

CARRIED – unanimously

10. **COMMITTEE & OFFICER REPORTS**

- (a) Downland Management Committee
The Council approved the Minutes of the Meeting held on 8 January 2003, ref. DM/10/03 (already circulated).

With regard to the purchase of the Leisure Plots Remaining Land, Members noted the approximate Legal Costs notified by S.D.C. to date, namely £200.00 disbursements and S.D.C. costs of £210.00.

Mr Bennett advised Members that a meeting had been held with Trustees of the Leisure Plots Fund who had indicated a willingness to contribute to the cost of maintaining the hedge. Mr Bennett also advised that a Forestry Commission capital grant of £4,401.00 had been awarded followed by an annual grant of £3,406.00 for a further five years.

- (b) Planning Committee
The Council approved the Minutes of the Meeting held on 20 January 2003, ref. P/1/2003 (already circulated).

With reference to the Hillside Road application (P/2/2003), Mr Bennett stated that he did not like the proposal but at the same time recognised this was not a valid objection to the scheme within the existing planning laws.

The Council approved the Minutes of the Meeting held on 3 February 2003, ref. P/2/2003 (already circulated).
Carried – 9 in favour, 1 against (Mr Bennett asked for his name to be recorded as voting against)

- (c) Highways Committee
The Council approved the Minutes of the Meeting held on 23 January 2003, ref. H/09/03 (already circulated), subject to the following amendment:

"J Sullivan" to read "J O'Sullivan".

Mr Buttifant informed the Meeting that he had reported to the Right of Way Officer, work required to the stile on Footpath 44.

- (d) Emergency Services Committee
The Council approved the Minutes of the Meeting held on 5 February 2003, ref. ES/6/03 (already circulated).

- (e) Any other Reports by Officers
(i) Mr Davies briefed the Meeting on a communication (copy circulated) received from Mr Anthony Hitchings. Mr Davies noted that the Scout Group had acted on information provided by the Clerk and intended to seek a grant from B & Q.

Members considered Mr Hitchings' report and request.

Mrs Cole proposed and Mr Croughton seconded:

That the matter be referred to the Recreation Grounds Committee

CARRIED – unanimously

The Chairman, Mr Davies, proposed that the Clerk should write to Mr Hitchings to thank him for his report and invite him to attend the Committee Meeting due to be held on 26 February 2003.

Carried – unanimously

- (ii) The Clerk advised that a printer in the Parish Office, purchased in 1995, required replacing. Information Systems, Kemsing had advised that repair would be uneconomic. Members noted that the Deputy Clerk would source a competitive quotation, possible for a printer with added low-cost facilities, i.e. scanner, and would liaise with Mr Allen concerning approval for expenditure.

11. QUESTIONS FROM MEMBERS OF THE PUBLIC

No Members of the Public were present

12. INFORMATION REPORT

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

Mr Davies drew attention to Item 2 and to the article "Know your Powers – Recruiting Potential Members". Generally Members felt it was desirable to encourage a field of candidates representative of the whole of the Parish, with new ideas and opinions.

Members considered a draft Notice drawn up by Mr Davies inviting prospective candidates to an Open Evening on Thursday 20 March 2003. Mr Davies advised that a Notice (under the cover of K.P.C.) could be inserted in the forthcoming Newsletter. Members decided that it would be appropriate for coffee and biscuits to be served during the evening. Mr Davies said he would amend the Notice as necessary and issue to the Deputy Clerk for copying and circulation with the forthcoming Parish Newsletter.

Mrs Cole confirmed that the Small Hall would be available on 20 March.

Messrs Davies, Allen, Croughton and Dawes confirmed they would be present at the Meeting. Members were anxious that the date should be convenient for Mr Andrews, K.P.C. Chairman.

13. ACCOUNTS FOR PAYMENT

Subject to alteration of Voucher 331 "Hackenden" to read "Haffenden", the Council approved:

- (a) Accounts already settled on 15.1.03 voucher nos. 319 - 343
- (b) Accounts paid, voucher no. 316
- (c) To note receipts, voucher nos. 317 - 318, 344 - 348

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

Matters to be raised in the future:

Procedures for Signing Cheques – March 2003 (DB)*

Insurance Cover – Cornhill/Zurich – March/April 2003 (lmd)

Evening Bus Service – April 2003 (GC)
St Edith's Road/West End – April 2003 (BB)
Discussion on Donations & Grants – June 2003 (ACA)
Hospice Tree of Lights Event – June 2003
Affordable Housing – June 2003
Possible future development of St Edith Hall – October 2003

* Mr Davies asked Mr Bennett to circulate a Paper in advance of the Meeting

15 **DATES OF MEETINGS**

26 February	Recreation Grounds
3 March	Planning
5 March	Downland Management
12 March	PARISH COUNCIL (2nd Wed.)

Note:

19 March	Annual Parish Meeting (3rd Wed.)
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Mr Davies closed the Meeting with a request to Members for a good attendance at the Parish Meeting on 19 March. (Advance apologies received from two Members)

The Meeting Closed at 9.36 p.m.

Linda Drage
Parish Clerk

/lmd
21.2.03