

KEMSING PARISH COUNCIL

Clerk's Office, St. Edith Hall

Kemsing

SEVENOAKS

Kent TN15 6NA

Tel & Fax 01732 762841

E-mail: kemsingparishcouncil@hotmail.com

Minutes of a Meeting of the Parish Council
held in the Large Hall, St Edith Hall, Kemsing
on Wednesday 12 March 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,
R J Dawes, P M H Kendall, A V Waters, Mrs M Cole

Mr J S Downey joined the Meeting during discussions on the
Register of Interests

IN ATTENDANCE: Mrs J Course
Mrs L M Drage, Parish Clerk

APOLOGIES: Mr A M Davies, Mrs P Westaway

Declarations of Interest in the Register

After discussion by the Members, no new Declarations were made

1. MINUTES

The Minutes of the Meeting held on 19 February 2003, reference KPC/2/03, having been circulated previously, were approved and signed subject to an amendment.

2. MATTERS ARISING FROM THE MINUTES

(a) The St Edith Hall Lease with The St Edith Club (see Minute 2(a))
Mr Andrews reported that a proposition will be put to the next meeting of the Hall Management Committee and a fuller report would be made to Councillors at the next Meeting.

(b) Parish Newsletter – Spring 2003 (Minute 2(c))
Members noted that the Deputy Clerk had distributed the Newsletter, together with the 'Open Evening' Notice to Members for onward distribution. The Deputy Clerk had advised that preparations for the autumn edition would begin in July 2003.

The Clerk advised that in Mrs Westaway's absence volunteers would be required to cover Springhead Road and West End. Messrs Andrews, Buttifant and Kendall offered to help and the Clerk added that Mrs Palmer would ring remaining Councillors for assistance, as necessary.

(c) Kemsing Lawn Tennis Club (Minute 2(e))
Mr Andrews read from a letter dated 12 March 2003 received from Sevenoaks District Council (S.D.C.) concerning the application for a grant

under the Capital Grants Scheme. Members agreed that the application, completed by the Lawn Tennis Club, at the direction of the Council, placed complex and onerous obligations on K.P.C. with regard to future building repairs, maintenance and replacement.

The Chairman proposed:

That the Council ceases to support the Application immediately and to proceed no further in the matter. In addition, the Clerk to write to the Tennis Club to advise that the various obligations placed upon Kemsing Parish Council on the granting of public money by Sevenoaks District Council, precluded the Parish Council from supporting the grant application further.

CARRIED unanimously

{Members are asked to note that the Clerk wrote to Warren Murton, solicitors for The Lawn Tennis Association, on 11 March 2003 confirming the granting of a Security of Tenure for a further period to February 2013, and forwarding copy documentation confirming the Council's ownership of the freehold of the land on which the Club is situated and which made reference to the land's usage for sporting activities including tennis.}

- (d) K.D.N.R. Guides to Kemsing Primary School (Minute 2(g))
Mr Andrews advised that arrangements had been made for him to attend the School on the morning of 28 March to present the Guides to the School.
- (e) New Printer for Parish Office (ref Minute 10(e)(ii))
Mr Allen and the Clerk advised that Mrs Palmer is sourcing best prices for either a Hewlett Packard or Epson colour inkjet printer without added facilities, and would liaise further with Mr Allen concerning the purchase. Mr Andrews suggested it might be advisable to purchase a printer using the same consumables as the existing office printer.

3. **BUSINESS REQUIRED BY STATUTE**

- (a) Accounts and Audit Regulations 1996
Members noted that an invoice had been received from the Audit Commission for an amount of £350.00 + V.A.T. in respect of the Audit Fee 2002. (This compared with an Audit Commission Fee for 2000/2001 of £297.00 + V.A.T.)

4. **INTERNAL AUDIT**

Mr Andrews read from a letter dated 3 March 2003 sent to the Clerk by Mrs Rosemary Banister advising that she did not wish to continue as the Council's Internal Auditor after this financial year.

The Chairman proposed:

That the matter be discussed at the next meeting of the Finance Committee to be held in June 2003.

CARRIED unanimously

5. **PROCEDURE FOR SIGNING CHEQUES**

There was some discussion on the Paper dated 24 February 2003 submitted by Mr Bennett.

Mr Bennett proposed that cheques should be signed before each Meeting.
The Motion fell

Mr Croughton proposed and Mr Buttifant seconded:

That cheques should be signed after the close of the Meeting at which they have been approved

CARRIED – 7 in favour, 2 against, 1 abstention

6. OTFORD PHARMACY

Members considered the correspondence previously circulated from Mr M A Shafi of the Otford Pharmacy requesting support against the Office of Fair Trading proposals which could lead to the closure of pharmacies servicing local communities. Concern was expressed by Members about the increase in influence and power of the supermarkets leading to the possible loss of the "extra service" provided by Mr Shafi to the community.

Mr Croughton proposed and Mr Bennett seconded:

That the Clerk should write to Michael Fallon M.P. and the Minister for Health, in support of Mr Shafi's case.

CARRIED – 9 in favour, 1 abstention

Mrs Course also expressed support.

7. COMMITTEE & OFFICER REPORTS

(a) Planning Committee

Members were unable to consider the Minutes of the Meeting held on 17 February 2003, ref. P/3/2003, as these had not been circulated by the Deputy Clerk.

(b) Recreation Grounds Committee

Mr Bennett asked how the matter of Risk Assessments is to be resolved by the Committee. Mrs Cole replied that the matter is still under consideration.

The Council approved the Minutes of the Meeting held on 26 February 2003, ref. RG/06/2003 (already circulated).

(c) Downland Management Committee

Minutes of the Meeting held on 5 March 2003, ref. DM/11/03 had not been made available for consideration.

(d) Any other Reports by Officers

(i) Members considered the Report of a Meeting held with Mr Mick Cahill, Detached Youth & Community Worker, circulated by the Clerk. Mr Croughton acknowledged the initiative undertaken by the Clerk and the ideas outlined in the Report.

Mr Croughton proposed and Mr Waters seconded:

That a copy of the Report should be forwarded to the Reverend Nigel Ashworth, Vicar of St Mary's, and Members should support the Drop In Evening on 28 May 2003.

CARRIED unanimously

(ii) The Clerk asked for a Volunteer to assist efforts to have the War Memorial listed at the Imperial War Museum, by listing the names of those commemorated. It was suggested that Mr D Munson of The Royal

British Legion might have this information or perhaps Janet Eaton. If the information is not available Mr Waters kindly offered to assist.

- (iii) Mr Andrews informed Members of a letter received from S.D.C. entitled 'Shaping the Future – the Sevenoaks District Community Plan' and asked for a Volunteer to complete this on behalf of the Council. Mr Croughton kindly agreed to carry out this exercise.
- (iv) Mr Andrews reported he had received verbal thanks from Mr Robin Edmunds on behalf of The Kemsing Singers, for the forthcoming cheque for £105.00 with regard to payment of the Hall for the Allen Bryant Memorial Concert.
- (v) Mr Andrews drew attention to S.D.C.'s recommendation to Cabinet that a Grant of £500.00 be made to Kemsing (6th Sevenoaks) Scout Group. Mr Andrews expressed his surprise that S.D.C. did not seek input from the Parish Council about applications from local organisations.

Mrs Course agreed to raise this matter with S.D.C.

- (vi) Mr Andrews read a letter dated 3 March 2003 he had received from Mrs Diana Springall concerning CCTV. Although this matter had been discussed in some depth at the November 2002 Meeting, Members agreed to discuss the issues raised in the letter at the April Meeting.
- (vii) Mr Buttifant asked which plot of land in Kemsing had been auctioned recently by S.D.C. The Clerk confirmed that, as previously advised to Members, this was the small parcel of land at the end of Dynes Road.
- (viii) Mr Buttifant asked about the procedure for naming new roads within housing developments in Kemsing. Mr Dawes offered to check the procedures in place with S.D.C. Planning Department.

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

No Members of the Public were present

9. **INFORMATION REPORT**

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

10. **ACCOUNTS FOR PAYMENT**

The Council approved:

- (a) Accounts already settled on 19.2.03 voucher nos. 349 - 375
- (b) Accounts paid, voucher nos. 376 – 381
- (c) To note receipts, voucher nos. 382 – 386

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

Mr Andrews showed Members the Church Kneeler featuring St Edith Hall, stitched by Mrs Frances Purchase, and sponsored by the Council. Mr Waters advised that a Service of Dedication would be held at the end of May 2003. The Clerk was asked to send a letter of thanks to Mrs Purchase.

The Clerk advised that the Post Office at St Edith's Road reopened for afternoon trading from 4 March 2003 (N.B. closed after 12.30 p.m. Wednesdays & Saturdays). This was warmly welcomed by Members.

Mr Allen reported with regret, that Mr Malcolm Thomas, Head Teacher at Kemsing Primary School would be leaving the School at the end of this academic year to take up a

post at Harrietsham Primary School. Mr Allen acknowledged that whilst this was not strictly Good News, Kemsing Primary School had benefited enormously from the hard work Mr Thomas had put in over the years.

Matters to be raised in the future:

Parish Office Storage Systems – April 2003 (lmd)
 Evening Bus Service – April 2003 (GC)
 St Edith's Road/West End – April 2003 (BB)
 Insurance Cover – Cornhill/Zurich – April 2003 (lmd)
 Calendar of Meetings 2003/2004 – April 2003 (lmd)
 CCTV – April 2003
 Hospice Tree of Lights Event – June 2003 (lmd)
 Affordable Housing – June 2003
 Discussion on Donations & Grants – June 2003 (ACA)
 Christmas Lights – August 2003 (lmd)
 Parish Newsletter – July 2003 (sp)
 Possible future development of St Edith Hall – October 2003

12. **DATES OF MEETINGS**

17 March	Planning
19 March	ANNUAL PARISH MEETING
(t.b.a.)	Churchyard Maintenance Committee
1 April	Planning
2 April	Highways
14 April	Planning
16 April	Emergency Services
23 April	PARISH COUNCIL

Meeting Closed at 9.40 p.m.

Linda Drage
 Parish Clerk

/lmd
 17.3.03