

KPC/5/03

KEMSING PARISH COUNCIL

Clerk's Office, St. Edith Hall

Kemsing

SEVENOAKS

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Minutes of the Annual General Meeting of the Parish Council
held in the Main Hall, St Edith Hall, Kemsing
on Wednesday 14 May 2003 at 8.00 p.m.

PRESENT: Messrs A C Andrews, B Buttifant, P Burfield, A Davies, R Dawes,
P Kendall, P Miles, M Williams, Mrs M Cole, Mrs W Ross

IN ATTENDANCE: Mrs J Course, District Councillor joined the Meeting after Item 2
Mrs L M Drage, Parish Clerk
One Member of the Public

APOLOGIES: Messrs D Bennett, G Croughton, A Waters

Mr Andrews welcomed both new and re-elected Members to the Council for a new term of office and affirmed that a copy of the Council's Standing Orders had been circulated to new Members by the Clerk.

1. ELECTION OF CHAIRMAN

Mr Dawes proposed and Mr Buttifant seconded:

That Mr A C Andrews be appointed Chairman of the Parish Council for the ensuing year.

There being no other nominations, Mr Andrews accepted the nomination

CARRIED unanimously

Mr Andrews signed the Declaration of Acceptance of Office in the presence of the Parish Clerk.

2. ELECTION OF VICE-CHAIRMAN

Mr Davies proposed and Mr Kendall seconded:

That Mrs M Cole be appointed Vice-Chairman of the Parish Council for the ensuing year.

There being no other nominations,

CARRIED unanimously

3. MEMBERSHIP OF COUNCIL COMMITTEES

The Chairman proposed:

That the Members of Council Committees for 2003/2004 be appointed as per the amended list appended in the Minute Book.

Mr Andrews advised Members that although he is not on the Planning Committee, he would attend meetings.

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4. APPOINTMENT OF REPRESENTATIVES

The following Representatives were appointed:

- | | | |
|-----|---|--|
| (a) | Kemsing Allotment Holders Association (1) | B Buttifant |
| (b) | Kemsing Sports Association (2) | R Dawes, A Waters |
| (c) | Pavilion Management Committee (2) | M Cole, R Dawes |
| (d) | St Edith Hall Management Committee | A Andrews, P Burfield,
B Buttifant, P Kendall |
| (e) | Kent Association of Parish Councils (2) | P Burfield, M Williams |
| (f) | Joint Management Committee for K.D.N.R. | D Bennett, B Buttifant, A Davies |
| (g) | Oxenhill Meadow & Shaw Management Committee (2) | D Bennett, B Buttifant |

Other Appointments:

Churchyard Maintenance Committee – Chairman of the Parish Council, Chairman of the Finance Committee (to be decided), and the Parish Clerk

Members noted there was no representative from Kemsing Primary School on the St Edith Hall Management Committee as the new Head Teacher would not commence until September 2003. Members also noted that Mr Waters is a School Governor, appointed by the Primary School, and that Mr Davies and Mr Buttifant are a link with the Kemsing Heritage Centre Association without tying the two organisations together in a formal sense.

5. APPOINTMENT OF OFFICERS

The following Officers were appointed for the ensuing year:

- (a) Public Transport Officer – Mr G Croughton
- (b) Village Tidiness Officer – Mrs E Garrett

The Chairman proposed:

That the appointment of a Trees Officer cease as advice could be sought locally and from officers of Sevenoaks District Council (S.D.C.).

CARRIED unanimously

6. SUBSCRIPTIONS 2003/2004

The Chairman proposed:

That the Council approves the payment of the following Subscriptions paid under Section 137 of the Local Government Act 1972 and as amended by Section 36 of the Local Government & Housing Act 1989, except those marked with an asterisk which are covered by separate legislation:

Kent Association of Parish Councils*	£700.00
Society of Local Council Clerks*	£110.00
Council for the Protection of Rural England	£25.00
Kent Men of the Trees	£25.00
Kent Wildlife Trust	£36.00
Open Spaces Society	£28.00
Byways & Bridleways Trust	£28.00
The London Green Belt Council	£10.00
Kent Rural Community Council	£30.00
Darent River Preservation Society	£5.00

There was a brief discussion on the use of public money for such subscriptions and Members noted that the matter would be discussed at the June 2003 Council Meeting with a view to determining a policy for future years.

CARRIED – 8 in favour, 1 against, 1 abstention

It was noted that in general, grant applications would be dealt with by the Finance Committee in December and placed before the full Council the following month.

7. **MINUTES**

The Minutes of the Meeting held on 23 April 2003, reference KPC/4/03, having been circulated previously to all Parish Council Members by the Deputy Clerk, were approved by those in attendance at the April Meeting and signed.

8. **MATTERS ARISING FROM THE MINUTES**

(a) The St Edith Hall Lease with The St Edith Club (see Minute 2(a))
Mr Andrews advised there was nothing further to report at this stage.

(b) Kemsing Lawn Tennis Club (Minute 2(b))
The Clerk advised that a letter had been received from Kemsing Lawn Tennis Club stating that Warren Murton solicitors acting for The Lawn Tennis Association would be unable to prepare the formal Lease to be granted to the Tennis Club by the Council, due to a conflict of interest.

Members noted that in view of the constraints placed on the Tennis Club by its fixed price building contract, and upon written confirmation that the Club undertook to pay the Council's legal costs in relation to the drafting and execution of the Lease, the Clerk, on behalf of the Common Field Trust, and with the knowledge of Mr Andrews, had made contact with Messrs Knocker & Foskett and would be forwarding all available information for consideration, advice and an indication of cost. In addition, the Clerk undertook to liaise with the Charity Commission on this matter and to keep the Tennis Club informed of progress.

(c) Otford Pharmacy (Minute 2(e))
Members noted that a letter dated 30.4.03 had been received from the Department of Health in response to the letter sent by the Clerk. Members noted that the Government favours change to open up the market and improve quality and access without diminishing the crucial role that pharmacies play, especially in poorer and rural areas. The Council's comments had been noted by the Department and would be taken into account in preparing the Government's further response. The Clerk had forwarded a copy of this letter to Mr M A Shafi of the Otford Pharmacy.

(d) Youth Pop-In Evening (Minute 2(f))
Members noted that the Pop-In Evening was confirmed as 21 May 2003 and the Youth Facility Van would be sited in the main car park at the rear of The St Edith Hall. Posters and flyers would be circulated by the Clerk to promote the Evening.

(e) Notice and Advertisement of the Annual Audit for the Year ending 31.3.03 - Annual Return (Minute 3)
The Clerk advised that the Advertisement of the Annual Audit was posted 25.4.03. Members noted that the Audit Commission had readily agreed to an extension of the deadline to end June 2003.

The Council noted that Section 4 of the Return comprised the Annual Internal Audit Report and this had been completed by Mrs R A Banister, Internal Auditor to the Council. A copy of Section 4, together with Mrs Banister's Note dated May 2003, had been previously circulated to Members.

With regard to Mrs Banister's points on Reserves, Mr Andrews drew attention to the Council's Capital and Reserve Fund policy.

- (f) Closed Circuit Television (Minute 4)
There was a brief discussion by Members on concerns expressed by some in the community. It was noted that the matter would be discussed in full at the July Meeting of the Council and Mr Davies said that in the interim he felt it would be very useful to meet with the postmaster at the St Edith Post Office to talk through his findings on C.C.T.V. Messrs Kendall and Williams expressed a wish to attend such a meeting.

Mr Andrews informed the Meeting about contact made by the Clerk with the Police Crime Reduction Unit who had advised that CCTV installation is currently subject to a Home Office project and that with regard to small villages, the Crime Reduction Unit is making enquiries regarding a system operated by Wrotham.

Members noted the letter received from a further resident which had been circulated by the Clerk.

- (g) K.P.C. Local Council Insurance Policy (Minute 9)
The Clerk advised that a Quotation had been received from Zurich Municipal amounting to £2,649.76 inc. Insurance Tax, as compared with the renewal premium of £1,876.06 inc. Tax with the current insurers Allianz Cornhill. Mr Andrews felt it had been a very useful exercise and showed that Allianz Cornhill is very competitive.

The Chairman proposed:

That the Allianz Cornhill policy, due for renewal 1.6.03, be renewed at a cost of £1,876.06 including Insurance Tax.

CARRIED unanimously

- (h) Chairman's Evening 9.5.03 (Minute 10)
Mr Andrews reported that the Evening had been very valuable and had been a good opportunity for all parties to meet together. Mr Andrews read letters of thanks received from Mrs Pamela Westaway and Mr Jeff Downey, members who had not sought re-election and had each been presented with a framed print of Kemsing.

Mr Kendall thanked Mr Andrews for hosting the event.

The Clerk reported that the Evening had cost £125.00 for food (to be met from the Chairman's Allowance) and the drinks bill of £76.65 had been met by Mr Andrews from his own pocket. Mr Davies said it was most generous of Mr Andrews to meet this cost personally and Members were most appreciative.

- (i) Nightingale Road Recreation Ground (Minute 11(d)(ii))
The Clerk advised that the installation of the three replacement roundabout sections supplied by Wicksteed Leisure at a cost of £410.14 + V.A.T., had been carried out 13.5.03 by S.D.C. Direct Services at an anticipated cost of £90.00 + V.A.T. Members noted that the segments had been installed in the wrong colour sequence but decided not to take the matter further.
- (j) Affordable Housing (Minute 15)
The Clerk confirmed that Mr Andrew Smith, Regional Programme Manager for the Rural Housing Trust, had confirmed that either he or Alison Thompson the Trust's new Field Worker in Kent (ex rural housing enabler at K.R.C.C.) would

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attend the Council Meeting on 18.6.03 to address the Meeting and answer questions from Members.

9. **BUSINESS REQUIRED BY STATUTE**

(a) **Accounts and Audit Regulations 1996**

Members noted that a second Internal Audit was carried out 8.5.03 by Mrs R A Banister, Internal Auditor to the Council, and considered Mrs Banister's report, previously circulated to Members. (A copy of the Interim Report referred to by Mrs Banister had been forwarded to new Council Members by the Clerk.)

Members noted that Mrs Banister had submitted her account totalling £40.00. The Clerk advised that with reference to the first paragraph of the Report, a Remittance Advice for £4,496.88 had been received from HM Customs and Excise representing repayment of V.A.T.

Mr Davies proposed and Mr Buttifant seconded:

That a letter of thanks be sent to Mrs Rosemary Banister thanking her for being the Internal Auditor and for her work.

CARRIED unanimously

(b) **Register of Members Interests**

Members noted that the Deputy Clerk had circulated the necessary forms to Members for completion (return to S.D.C. required within twenty-eight days of election to the Council).

10. **STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2003**

Members noted that Draft information had been circulated in advance of the Meeting and the Accounts, incorporating the Statement of Accounts had been made available at the beginning of the Meeting. The Clerk confirmed that no changes had been made to the Draft information previously circulated.

The Chairman proposed:

That the Council approves the Accounts for the Year to 31 March 2003 and Notes to the Accounts.

CARRIED unanimously

Mr Andrews signed the Statement of Accounts for the Year Ended 31 March 2003.

11. **SIGNATORIES TO THE BANK ACCOUNT**

Members noted that a form signed by Outgoing Signatories would be submitted to the Co-operative Bank by the Clerk. New Members to the Council were invited to become signatories to the account but were asked to note that due to new Financial & Banking Regulations, new signatories must present themselves with identification and proof of address to a branch of the bank (nearest locations at Dartford and Lewisham). A Change of Signatories form for completion would be available from the Clerk, if required.

The Clerk was asked to ascertain whether this could be done at a Post Office, as Post Office Limited is an agent for the Co-operative Bank, and also whether Co-operative branches open on a Saturday.

12. **EVENING BUS SERVICE**

Members noted Mr Croughton had reported to the Clerk that no reply had been received from Mr Richard Backhouse, Rural Transport Partnership Officer for K.R.C.C. and that in view of the poor response to the item in the Parish Newsletter, Mr Croughton had recommended no further action.

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The Chairman proposed:

That no further action be taken in furthering the provision of an Evening Bus Service.

CARRIED unanimously

13. **CHURCHYARD MAINTENANCE**

A copy of a letter from Mr Alan Waters, Churchwarden and Member of the Council, had been circulated for consideration by the Council in view of the contribution made by the Parish Council to maintenance of the churchyard. The Chairman invited comments, but there were none forthcoming.

14. **SEVENOAKS DISTRICT COMMUNITY PLAN CONFERENCE**

Members considered the invitation to attend the Conference on 5 June 2003, details previously circulated, but did not wish to take the matter further.

15. **CIRCULATION OF COPIES OF PARISH COUNCIL AGENDA & MINUTES**

Members considered the current charge for receiving copies of the Council Agenda (shortened version) and the Minutes (full & approved), by post of £6.50 and by collection of £2.50.

The Clerk advised that four residents paid to receive copies by post and three paid for collection. The Clerk also advised that five bodies, such as The Chief Executive of S.D.C., PC Jackie Allen and Editors of local publications received copies without charge.

Mrs Cole proposed and Mr Kendall seconded:

That the current level of £6.50 by post and £2.50 collection, should remain unchanged.

CARRIED unanimously

16. **SEVENOAKS DISTRICT RURAL HOUSING SEMINAR 2003**

Mr Dawes accepted the invitation, previously circulated, to attend a Seminar on 10.6.03 6.15 p.m. to 8.30 p.m. at Eynsford Village Hall. Mr Williams also expressed an interest in attending but felt unable to attend because of a clash with a Finance Committee Meeting.

{Subsequent to the Meeting, Mr Waters has also accepted the invitation to attend.}

17. **TRAINING FOR NEW COUNCILLORS**

Members noted that as indicated by K.A.P.C. in Parish News no. 291, circulated to Members at the April Meeting, Training Days aimed at New Councillors are provisionally scheduled for Wednesday 25 June at Teynham, near Sittingbourne, and Saturday 19 July & Saturday 26 July at Harrietsham. Topics covered should include Structures in Local Government, Planning, Procedures and the Law, Finance, Community Action and also what is expected from new Councillors. The cost has been put at approx. £47.00 per head to include V.A.T., lunch and course materials. Confirmation of arrangements is expected from K.A.P.C. but in the meantime, the Clerk was asked to make provisional bookings for Mrs Ross and Messrs Burfield, Miles and Williams to attend on Saturday 19 July 2003.

Mr Andrews confirmed that a mileage allowance would be paid.

18. **COMMITTEE & OFFICER REPORTS**

(a) **Highways Committee**

It was agreed that should the matter of Cycle Lanes proceed, this item would be considered by the full Council.

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The Council approved the Minutes of the Meeting held on 2 April 2003, ref. H/10/03, previously circulated.

- (b) Emergency Services Committee
Members discussed Minute Item 2(e) regarding Emergency Service Stickers and after much discussion concerning the suggestion that individual councillors might wish to act as an emergency contact for a particular area, which did not receive support, and after considering the possible inclusion of E.S. contact numbers within the answering machine message on the Parish Office telephone line, Members decided to refer the matter back to the Committee for further consideration.

The Clerk was asked to write a Letter of Welcome to the new Youth Hostel Warden, Mr Mark Bradley.

The Council approved the Minutes of the Meeting held Wednesday 16 April 2003, ref. ES/7/03, previously circulated.

- (c) Planning Committee
Mr Dawes drew attention to P/6/2003 Minute 2(b) 23 Dynes Road and advised Members that an amended drawing had been received but the Committee had decided to stand by its original decision to recommend Refusal.

The Council approved the Minutes of the Meeting held on 14 April 2003, ref. P/6/2003, previously circulated by the Deputy Clerk.

Mr Dawes drew attention to P/7/2003 Minute 2(a) and advised Members that the 'Green Belt fifty per cent rule' did not apply in fact as this rule refers to agriculture not domestic cases.

Mr Kendall asked about Minute 2(d) and Mr Dawes advised that the decision to give consent to the application to cut down, prune, reduce or uproot trees covered by a tree preservation order had been unanimous and had approval from the S.D.C. Arboricultural & Landscape Officer.

The Council approved the Committee's Recommendation for Planning Committee Officers for 2003/04.

The Council approved the Minutes of the Meeting held on 12 May 2003 (ref. P/7/2003), previously circulated by the Deputy Clerk.

- (d) Any other Reports by Officers
- (i) The Deputy Clerk was asked to liaise with Councillors concerning the new distribution areas covering circulation of the Parish Newsletter.
 - (ii) Mr Andrews expressed concern about the riding of scooters on the Common Field and advised that this matter would be monitored by the Recreation Grounds Committee.
 - (iii) Mr Andrews advised Members that an approach had been received from Mr Douglas Beach about the possibility of bringing his funfair to Kemsing. Members decided unanimously to decline allowing the use of Parish land for such an event.
 - (iv) The Clerk advised Members that a letter had been received from Kent County Council (K.C.C.) concerning its wish to update and renew the Parish Map. The Clerk asked for suitable photographs of buildings,

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landmarks, etc. to be left at the Parish Office for reprinting and forwarding to K.C.C.

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

No Questions were received.

20. **INFORMATION REPORT**

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

21. **ACCOUNTS FOR PAYMENT**

The Council approved:

- (a) Accounts already settled on 23.4.03 voucher nos. 1 – 20
- (b) Accounts paid, voucher nos. n/a
- (c) To note receipts, voucher nos. 21 – 25

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

Members agreed that a group photograph should be taken before the next Meeting.

Members noted that Mr John Allen, Chairman of the Governors to Kemsing Primary School wished to inform the Council of the appointment of Mrs Eileen Mumford as Headteacher with effect from 1 September 2003. Mrs Mumford is currently Deputy Headteacher at The Wentworth School, Dartford, a very large primary school of over five hundred pupils.

The Clerk was asked to write a Letter of Welcome to Mrs Mumford at the appropriate time.

Matters to be raised in the future:

- Parish Office Storage Systems – c/f July 2003 (lmd)
- St Edith's Road/West End – c/f June 2003 (BB)
- Hospice Tree of Lights Event – June 2003 (lmd)
- Affordable Housing – June 2003
- Discussion on Donations & Grants – June 2003 (ACA)
- Closed Circuit Television – July 2003
- Parish Newsletter – July 2003 (sp)
- Christmas Lights – August 2003 (lmd)
- Possible future development of St Edith Hall – October 2003

23. **DATES OF MEETINGS**

- | | |
|-------------------|----------------------------------|
| 21 May | Recreation Grounds |
| 27 May (Tuesday) | Planning |
| 29 May (Thursday) | Downland Management |
| 4 June | Highways |
| 9 June | Planning |
| 10 June (Tuesday) | Finance |
| 11 June | Emergency Services |
| 18 June | PARISH COUNCIL |
| 23 May | Churchyard Maintenance Committee |

The Meeting Closed at 9.52 p.m.

Linda Drage
Parish Clerk
/lmd
9.6.03

