

## KEMSING PARISH COUNCIL

Clerk's Office, St. Edith Hall

Kemsing

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### **Minutes of the Annual General Meeting of the Parish Council** **held in the Small Hall, St Edith Hall, Kemsing** **on Wednesday 14 May 2004 at 8.00 p.m.**

PRESENT: A C Andrews, D Bennett, B Buttifant, P Burfield, M Cole,  
G Croughton, A Davies, R Dawes, P Kendall, P Miles, W Ross  
A Waters

IN ATTENDANCE: V Pearson, Clerk to the Council  
Mrs V Whittingham, a member of the Public,

APOLOGIES: M Williams

#### 1. **ELECTION OF CHAIRMAN**

There were two nominations for the appointment of Chairman.

G Croughton proposed and A Waters seconded *that Mr A C Andrews be appointed Chairman of the Parish Council for the ensuing year.*

A. Andrews proposed and P Kendall seconded *that M Cole be appointed Chairman of the Parish Council for the ensuing year.*

A ballot was held amongst those members present and the Clerk recorded that seven (7) votes had been cast in favour of A Andrews and five (5) in favour of M Cole and that therefore A Andrews had been duly elected as Chairman of the Parish Council for the ensuing year.

Mr Andrews accepted the nomination

#### 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 were no other nominations and the proposal was carried unanimously

#### 3. **MEMBERSHIP OF COUNCIL COMMITTEES**

After some discussion the Chairman proposed that the Members of Council Committees for 2004/2005 be appointed as per the provisional list previously circulated by the Clerk.

#### 4. **APPOINTMENT OF REPRESENTATIVES**

The following Representatives were appointed:

- (a) Kemsing Allotment Holders Association (1) B Buttifant
- (b) Kemsing Sports Association (2) R Dawes
- (c) Pavilion Management Committee (2) M Williams
- (d) St Edith Hall Management Committee A Andrews, P Burfield,  
B Buttifant, M Cole, 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 (if elected)
- (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 and the Clerk to the Council

Joint Management Committee for Kemsing Downs Nature Reserve (3) - Chairman and Vice Chairman of the Downlands Management Committee, R Davies

**5. APPOINTMENT OF OFFICERS**

The following Officers were appointed for the ensuing year:

- (a) Public Transport Officer – Mr G Croughton
- (b) Village Tidiness Officers – F Lomas, J Farrow

**6. MINUTES**

The Minutes of the Meeting held on 23 April 2003, reference KPC/4/04, having been circulated previously to all Parish Council Members by the Clerk, were approved subject to the deletion of item 3 (d) and the corrected spelling of Willmore (item 10).

**8. MATTERS ARISING FROM THE MINUTES**

- (a) St Edith Road/West End (Minute 3(a))  
B Buttifant advised members that this matter along with other highway and footpath concerns had been the subject of a meeting with Sevenoaks DC Highways Inspector on 4<sup>th</sup> May. The Clerk reported that, following this meeting, he had written to the Chief Executive of SDC and that, although an acknowledgement had been received, no dates had been given for the start or completion of the works requested.
- (b) Burial Law in the 21<sup>st</sup> Century  
It was reported that no meeting had as yet taken place with the Vicar
- (c) Kent Rural Housing Trust  
The Chairman reported that Alison Thompson of the Rural Housing Trust had visited two sites - at Fairfield Close and Nightingales Road - with members in order to ascertain their viability as sites for a shared ownership scheme. A feasibility study and further meetings with the Trust will be required in order to progress the matter further. Members agreed that there was a shortage of affordable housing within the Parish.
- (d) Declarations of Interest  
The Chairman read out a Daily Telegraph article reporting the case of four councillors in a Lincolnshire parish found guilty by the Standards Board of not leaving a meeting even though they had formally declared their interest and took no part in the discussions concerning a grant of £300 to a local organisation of which they were members. The investigation by the Standards Board was reported to have cost tens of thousands of pounds and took over a year to report its findings. The Chairman advised members that the item 'Declarations of Interest in the Register' would appear on each Council agenda and that the onus would be upon members to make declarations as necessary to the Standards Officer.
- (e) Kent Messenger

The Chairman reported that this publication was looking for a local correspondent.

It was suggested that A Waters may be interested in taking on this role.

- (f) **The Well - Parish Magazine**  
It was reported that a letter had been received from the Vicar offering one A5 side of text per issue at the rate of £60 per page. It was reiterated that the Council would pay £200 towards the costs of the publication of the magazine and, for this sum, would take an A5 page in three editions of the publication. It was agreed that the Clerk would be the point of contact.
- (g) **Funfair**  
It was suggested by Mr Wall, the agent for the organisers, that Nightingale Recreation Area may be a possible venue for a summer funfair. The Clerk was instructed to inform Mr Wall that the area was not suitable for such use.
- (h) **County Councillor's Discretionary Funds**  
Although the original letter from County Councillor Ronnie Norman was dated 1<sup>st</sup> April the Clerk reported that it had been ascertained that the offer was genuine and that a bid for funds had in fact been made.

## **9. BUSINESS REQUIRED BY STATUTE**

- (a) **Accounts and Audit Regulations**  
Members noted that Mr Wonga Mzimba had in fact carried out an internal audit in September 2003 and that a second audit was to be carried out on 10<sup>th</sup> June 2004.
- (b) It was noted that the Audit Commission had agreed to that the deadline for the completion of the Annual Return be extended from 1<sup>st</sup> June to 30<sup>th</sup> June to take account of the date set for the Internal Audit

## **10. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2004**

Members noted the Draft Statement of Accounts with Explanation Notes that had been circulated with the agenda

*P. Burfield proposed and G Croughton seconded that the Council approve the Accounts for the year to 31<sup>st</sup> March 2004 and Notes to the Account. This was carried unanimously.*

## **11. COMMITTEE AND OFFICER REPORTS**

- (a) **Highways Committee**  
The Council approved the minutes of the meeting held on 7<sup>th</sup> April (Ref. H/17/04)
- (b) **Emergency Services Committee**  
The Council approved the minutes of the Emergency Services Committee held on 28<sup>th</sup> April 2004 (Ref. ES/12/04)
- (c) **Planning Committee**  
The Council approved the minutes of the meetings held on 13<sup>th</sup> April (Ref. P/7/2004) and 26<sup>th</sup> April 2004 (Ref. P/8/2004).
- (d) **Other Reports**
  - (i) The Chairman reported that he had received a letter from Mrs Diana Springall regarding the use of CCV cameras. The letter was received and the Clerk was asked to prepare a suitable reply.
  - (ii) B Buttifant reported that there had been a good response to the call for objections to be submitted to the Secretary of State for the Environment, Food and

Rural Affairs regarding the proposed closure of the Otford Rail Crossing footpath. It was noted that Otford Parish Council were also objecting and that some local press publicity was expected which, it was hoped, would support the anti-closure lobby.

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

No questions were received

**13. INFORMATION REPORT**

The Council received the Information Reports

**14. ACCOUNTS FOR PAYMENT**

The council approved the following schedules of accounts:

Voucher Nos. 1 - 20

Voucher Nos.21 - 37

**15. APPEALS FOR DONATIONS**

Appeals for donation were received from the Open Spaces Society and Kent Wildlife Trust.

The Council agreed that these would be considered when the budget was being set for the next financial year.

**16 VILLAGE TIDINESS DAY**

D Bennett and B Buttifant reported that there was a very poor turn-out for the recent Tidiness Day. It was suggested that next year the day be held earlier in the year and that the event publicised in a different way. Sevenoaks D.C. are to be requested to take away everything collected, even discarded car tyres, and that everything be collected by them on the day. The Chairman commented that these days the residents probably felt that Sevenoaks District Council should be responsible for this kind of job and were less likely to want to become involved.

Mr Davies congratulated the Village Tidiness Officers on their litter clearing patrols, which made Kemsing noticeably tidy.

**17. ADVERSE PUBLICITY IN 'THE ADVERTISER'**

There was much discussion regarding this matter. It was decided that the Chairman would respond on behalf of the Parish Council pointing out that the role of the Parish Council is limited to being the trustees of the Building and that the ST Edith Hall Management Committee is responsible for the management, The Committee will be replying separately.

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

A Davies reported that he was seeking to move away from the area and that he expected to move house by the end of the year.

**19. DATES OF MEETINGS**

The Clerk reported that he had circulated with the agenda the dates of all Council and Committee meetings up until May 2005

The meeting closed at 10.05pm