

KEMSING PARISH COUNCIL
Clerk's Office, St. Edith Hall, Kemsing, Sevenoaks, Kent, TN15 6NA
Tel & Fax: 01732 762841
E-mail: kemsingpc@tiscali.co.uk

Minutes of the Annual Parish Council Meeting held in the Small Hall, St. Edith Hall, Kemsing, on Wednesday, 17th May 2006 at 8.00 p.m.

- PRESENT: Mrs. M.R. Cole (in the Chair)
Mr. A Andrews, Mr. P Burfield, Mr. B Buttifant,
Mr. P Kendall, Mr. A Waters
- IN ATTENDANCE: Mrs. Y Tredoux, Clerk
- APOLOGIES: Mr. D Bennett, Mr. G Croughton, Mr. R Dawes, Mrs. W Ross,
Mr. I Rumgay, Mr. M Williams
Miss. L Stack. District Councillor

Councillors were asked to record any changes in the Declaration of interest in the register. It was decided that the Clerk would include the following item for future Agendas with regard to disclosures of interests:

"To receive disclosures of personal and prejudicial interests from Members on matters to be considered at this Meeting. The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of the Meeting that has not been disclosed under this item, the Member must immediately disclose it. Members may remain in the Meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice the Member's judgement of the public interest."

1. ELECTION OF CHAIRMAN

Mr. Andrews proposed, and Mr. Waters seconded:

"That Mrs. M.R. Cole be appointed as Chairman of the Parish Council for the ensuing year."

There being no other nominations, Mrs. Cole accepted and signed the Declaration of Acceptance in the presence of the Parish Clerk.

CARRIED unanimously

2. ELECTION OF VICE-CHAIRMAN

Mr. Buttifant proposed and Mr. Waters seconded:

"That Mr. A.C. Andrews be appointed as the Vice-Chairman for the ensuing year."

There being no other nominations, Mr. Andrews accepted.

CARRIED unanimously

3. MEMBERSHIP OF COUNCIL COMMITTEES

The Chairman proposed:

"That the Council approves the List of Members of the Council Committees for 2006/2007." (The List would be appended in the Minute Book).

CARRIED unanimously

4. **APPOINTMENT OF REPRESENTATIVES**

The Chairman proposed:

"That the Council approves the following appointments:

- (a) Kemsing Allotment Holders Association :
Mr. Buttifant
- (b) Kemsing Sports Association :
Messrs. Dawes, Waters
- (c) Pavilion Management Committee :
Messrs Dawes, Burfield
- (d) Kent Association of Parish Councils :
Mr. Burfield
- (e) Joint Management Committee for Kemsing Down Nature Reserve :
Messrs. Bennett, Buttifant, Kendall
- (f) Oxenhill Meadow & Shaw Management Committee :
Messrs. Bennett, Buttifant
- (g) Churchyard Maintenance Committee
(Chairman of the Parish Council, Chairman of the Finance Committee, Parish Clerk)

CARRIED unanimously

5. **APPOINTMENT OF OFFICERS**

The following Officers were appointed for the ensuing year:

- (a) Public Transport Officer
Mr. Waters proposed and Mr. Buttifant seconded:
"That Mr. Croughton be appointed as Public Transport Officer for the ensuing year."
CARRIED unanimously
- (b) Trees Officer – (vacant)
The Chairman proposed from the Chair:
"That the Council removes this appointment."
CARRIED unanimously
- (c) Village Tidiness Officer
The Chairman proposed from the Chair:
"That the Council removes this appointment."
CARRIED unanimously
- (d) Responsible Finance Officer
Mr. Burfield proposed and Mrs. Cole seconded:
"That the Clerk be appointed as the Responsible Finance Officer."
CARRIED unanimously

6. **CALENDAR OF MEETINGS 2006/2007**

The Council approved the Calendar of Meetings for 2006/07 and noted the following change:

7th June: Finance, 14th June: Highways

7. **St. EDITH HALL MANAGEMENT COMMITTEE**

Councillors were asked to approve the appointment of Trustees as per letter dated 10th May 2006 from the St. Edith Hall Management Committee.

The Chairman proposed:

*"That the Council approves the following persons to be appointed as Trustees of the St. Edith Hall Management Committee:
Mr. Paul Burfield, Mrs. Marie Cole, Mrs. Margaret Cowlard, Mr. Peter Kendall, Mr. Jim McIntyre, Mrs. Margaret Robarts (Women's Institute Representative), Mrs. Sally Sayers (The St. Edith Club Representative)."*

CARRIED unanimously

8. **SUBSCRIPTIONS & DONATIONS 2006/2007**

Mr. Burfield proposed and Mr. Waters seconded:

"That the Council approves 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	£38.00
Open Spaces Society	£30.00
Byways & Bridleways Trust	£30.00
The London Green Belt Council	£10.00
Kent Rural Community Council	£30.00
Darent River Preservation Society	£5.00

Donations:

Open Door Committee	£200.00
---------------------	---------

CARRIED 5 in favour, 1 against

The Clerk was asked to keep a record of the enquiries made to KAPC.

Mr. Kendall proposed and Mr. Burfield seconded:

"That the Finance Committee reviews all the subscriptions and donations at it's meeting on 7th June 2006."

CARRIED unanimously

9. **MINUTES**

The Chairman proposed:

"That the Council approves the Minutes of the Meeting held on 19th April 2006, Reference KPC/04/06."

The Council agreed to approve the Minutes subject to the following amendments:

Page 2: Item 2(g): last sentence should read:

"Mr. Bennett agreed with Mr. Andrews' comments."

Page 5 : Item 6: The following wording should be included after the first paragraph:

"Mr. Burfield distributed a report with up to date finance figures on Capital Monies to all Councillors."

Page 7 : Item 13, Second Line should read:

*"salaries on the **Council's** current....."*

CARRIED 5 in favour, 1 abstention

10. **MATTERS ARISING FROM THE MINUTES**

(a) PCSO – Police Community Support Officer (See Minute 2 (a) KPC/04/06)

The Clerk confirmed with Kent Police Authority that Kemsing Parish Council (KPC) wished to proceed with sharing a PCSO with Seal Parish Council, subject to KPC being satisfied with the changes in the Policing Partnership Agreement. A reply had been received from Kent Police Authority, indicating that the first cohort would be employed in November followed by two other intakes in January and March.

The Clerk was asked to clarify with Kent Police Authority to ascertain the exact number of PCSO's who would be employed.

(b) Recycling Facilities (See Minute 2 (b) KPC/04/06)

A site meeting would be arranged with the Contractor and the Recycling Co-ordinator to discuss the actual position of the base.

(c) Christmas Lights (See Minute 2 (c) KPC/04/06)

Quotations were awaited. Mr. Burfield proposed and Mrs. Cole seconded:

"That the Council informs the shopkeepers at the Dynes Parade of the Council's decision to explore the possibility of installing power points to supply electricity for Christmas lights. Shopkeepers would be asked to indicate their willingness to co-operate."

CARRIED unanimously

Mr. Burfield said that Mr. Paul Miles had some suggestions for the lights at The Well and the Clerk was asked to discuss those with Mr. Miles.

(d) Village Logo (See Minute 2 (d) KPC/04/06)

The Clerk confirmed that she had written to Ms. Evans to note the Council's desire to retain the copy right of the logo.

(e) Village Asset Group (See Minute 2 (g) KPC/04/06)

Mr. Andrews proposed and Mrs. Cole seconded:

"That the Parish Council considered this matter and agreed that no further action would be taken."

CARRIED 5 in favour, 1 abstention

(f) Parish Projects from Interest Monies (See Minute 6 KPC/04/06)

The Clerk reported that a professionally made village sign could cost around £4,500 - £5,000. Consideration was given to refurbish the existing sign, but Mr. Buttifant said that it was no longer possible to contact the original manufactures.

Mrs. Cole proposed from the Chair:

"That a working group be set up to investigate the feasibility of obtaining a new village sign."

Mr. Burfield, Mr. Buttifant and Mr. Waters expressed an interest to form the working group.

CARRIED unanimously

The Clerk reported on the costs of removing graffiti. Councillors were asked to provide the Clerk with details of items with graffiti, and the Clerk would produce a list which would be discussed at the next Meeting. Mr. F. Lomas would be asked to report any items noticed with graffiti. Mr. Waters reported that the ivy growing on the car park wall was on the car park side of the wall, and not the Churchyard.

AGREED: That the Clerk would ask Sevenoaks District Council to remove the ivy.

(g) WI Seat (See Minute 7 KPC/04/06)

Mrs. Cole reported that restoration of the seat was progressing and that Mr. McIntyre estimated that the cost of the whole project would be £449, which would include welding of brackets and steel frame, wooden slats and wood treatment. The Council thanked Mr. McIntyre for his time and effort on this project.

Mr. Burfield proposed and Mrs. Cole seconded:

"That the amount agreed to repair the seat be adjusted to meet the increased estimated cost as specified by Mr. McIntyre."

CARRIED 5 in favour, 1 abstention

(h) 31-41 Park Lane (Kentmere Homes) (See Minute 8 KPC/04/06)

The Clerk advised Kentmere Homes of the Parish Council's decision to enter into negotiations and a reply was awaited.

11. **COMMITTEE AND OFFICER REPORTS**

(a) Downland Management Committee

Mr. Buttifant proposed and Mr. Burfield seconded:

"That the Council approves the Minutes of the Meeting held on 1st March 2006, Reference DM/02/06."

The Council agreed to approve the Minutes subject to the following amendment:
"Mr. Kendall should be included at being PRESENT."

CARRIED unanimously

(b) Planning Committee

Mr. Waters proposed and Mr. Andrews seconded:

"That the Council approves the Minutes of the Meeting held on 10th April 2006, Reference P/7/2006."

CARRIED unanimously

(c) Emergency Services Committee

Mr. Burfield drew attention to Item 3 of the Minutes of the Meeting, Reference ES/23/06, and proposed:

"That the full Council discuss the future of the Emergency Services Committee at the June Parish Council Meeting."

AGREED

Mr. Burfield proposed and Mr. Kendall seconded:

"That the Council approves the Minutes of the Meeting held on 10th May 2005, Reference ES/23/06."

The Council agreed to accept the Minutes of the Meeting (Reference ES/23/06), subject to the following amendment:

"Mr. Buttifant should be included as being PRESENT."

CARRIED unanimously

(d) Reports from Officers

(i) The next Police Surgery would take place on Saturday, **17th June 2006**, between 9.00 a.m. & 10.00 a.m. at the Dynes Parade.

(ii) Mr. Waters reported that he had represented the Council at the Greatness Integrated Waste Management Group Meeting on 9th May 2006.

The site was receiving a daily volume of material for landfill equating to the planned annual rate of 150,000 tonnes per annum. The site qualified under the Landfill Tax Credit Scheme.

- (iii) The Chairman reported on a letter received from the Kemsing Pavilion Trust dated 5th May 2006. The Council was asked to consider a request from the Pavilion Management Committee to be represented on the Recreation Grounds Committee.

Mrs. Cole reminded the Council of the Standing Order for the Recreation Grounds Committee and quoted:

"That the Recreation Grounds Committee shall liaise with local sports clubs and other organisations which are authorised to use any part of the recreation grounds".

Councillors appointed to the Committee and as Trustees of the Common Field Trust were the only voting members, as non-Councillors have no voting rights.

Mrs. Cole proposed:

"That the letter be referred to the Recreation Ground Committee."

CARRIED 5 in favour, 1 abstention

- (iv) The Council noted a letter dated 10th May 2006 from Sevenoaks District Council, informing that Councillor Mrs. Alison Cook was elected as Chairman of the Council for the Civic Year 2006/07.
- (v) The Chairman informed Councillors of the Annual General Meeting of the Citizens Advice Bureau, to be held on Wednesday, 7th June 2006 at 1 pm at The Town Council Chamber, Bradbourne Vale Road, Sevenoaks. Councillors were asked to contact the Clerk if they were interested.
- (vi) The Chairman read a letter received from the Trading Standards, Kent Co-ordinator, informing Councils that Kent Trading Standards were operating an email messaging system designed to alert Kent Residents about the activities of doorstep criminals and to obtain intelligence about trades and trading practices. *The Clerk was asked to complete the documents for KPC to be included in their messaging system.*
- (vii) A fax dated 26th April had been received from a resident from Norman Close, who were disappointed about their child being offered a place at Seal Primary School, and refused a place at Kemsing Primary School. It appeared that priority was given to children who lived nearer the School, over children who lived further away from the school, within the same village. The Council was asked for assistance with an appeal against this decision made by Kent County Council.

Mrs. Cole reported that since the letter was sent, the Clerk had been informed that the child had been accepted in Kemsing Primary School on appeal.

Councillors expressed concern about the criteria for the selection process for Primary Schools.

The Clerk was asked to contact Mr. Chard, County Councillor, to clarify the methods and criteria being used for accepting children in Primary Schools.

- (viii) Mr. Bob Banister sent a letter to the Chairman of the Parish Council, which included correspondence between himself and the Licensing Manager at Sevenoaks District Council, wherein Mr. Banister complained about loud

music from the Bell on 21st April without a Temporary Event Notice for that "event". Mr. Banister was asking the Parish Council what action it would take on this matter.

Councillors considered Mr. Banister's request and expressed their sympathy, but felt that Sevenoaks District Council was responsible for enforcing the law, and that this was not in the remit of the Parish Council.

12. **ZONE SUMMER PROGRAMME 2006**

The Youth Zone Van would be visiting the Common Field on Thursday, 3rd August 2006 and the Youth Development Co-ordinator of Sevenoaks District Council asked Kemsing Parish Council whether the Common Field could be used for the visit.

AGREED

The Clerk was asked to inform Jane Down, Youth Worker of the visit.

13. **AUDIT COMMISSION : CORPORATE ASSESSMENT OF SEVENOAKS DISTRICT COUNCIL (SDC)**

The Parish Council considered completing a survey from the Audit Commission, who was collecting evidence on how the council (SDC) conducts its business.

RESOLVED: The Clerk and Deputy Clerk were asked to complete the survey on behalf of the Council.

14. **QUESTIONS FROM MEMBERS OF THE PUBLIC & PRESS**

There were no members of the Public or Press.

15. **BUSINESS REQUIRED BY STATUTE**

Public notices of the Accounts for the year ending 31st March 2005 would be displayed.

16. **STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2005**

The Statement of Accounts had been circulated to Councillors.

Mr. Burfield proposed and Mr. Waters seconded:

"That the Council approves the Accounts for the Year to 31 March 2006."

CARRIED unanimously

Mr. Burfield informed the Council that he had discussions with the Clerk regarding the Scribe accounting package and was of the opinion that Scribe had not really improved over the years. Mr. Burfield and the Clerk were in the process of investigating other accounting packages to look for a more advanced, diverse and flexible package.

The Council thanked Mr. Burfield for producing the Accounts.

17. **ACCOUNTS FOR PAYMENT**

Mr. Burfield drew attention to the Insurance Premium and said that the Finance Committee would review the Fidelity Insurance at their next Meeting on 7th June 2006.

Mr. Burfield proposed and Mr. Waters seconded:

"That the Council approves the list of payments (Vouchers 14 to 43, 384) and to note the list of receipts (Vouchers 385 to 395, 30, 31)."

CARRIED unanimously

18. **INFORMATION REPORT**

The Council received the Information Report, and papers referred to, were laid on the table.

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

There were no matters discussed.

20. **DATES OF NEXT MEETINGS:**

22 nd May 2006:	Planning
24 th May 2006:	Recreation Ground
31 st May 2006:	Downland Management
5 th June 2006:	Planning
7 th June 2006:	Highways
14 th June 2006:	Finance
21 st June 2006:	Parish Council
28 th June 2006:	Emergency Services

The Meeting closed at 10.05 p.m.

*Yolanda Tredoux
Clerk to the Council
30.05.2006*