

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 Small Hall, St Edith Hall, Kemsing
on Wednesday 20 August 2003 at 8.00 p.m.

- COUNCILLORS PRESENT: A C Andrews (in the Chair)
D V Bennett, B D Buttifant, M R Cole, G R Croughton,
A M Davies, R J Dawes, P M H Kendall, W Ross, A V
Waters, M J Williams
- IN ATTENDANCE: Mrs L M Drage, Parish Clerk
- APOLOGIES: Councillors P R Burfield, P C Miles

Declarations of Interest in the Register

No new Declarations were made

1. MINUTES

Mr Andrews informed the Meeting that a request had been made for the names of Councillors recorded as being present, to be in strict alphabetical order regardless of gender. Mr Andrews said that the present format had been used by the Clerk for over a year but that the request should be considered. Discussion followed as to whether such a change was necessary.

The Chairman proposed:

That the Minutes should record the words "Councillors Present" and that the list of names should be in alphabetical order making no reference to gender.

CARRIED – 8 in favour, 3 abstentions

The Minutes of the Meeting held on 16 July 2003, reference KPC/7/03, having been circulated previously, were approved and signed subject to the following amendment:-

Page 5 Item 6 para 2, omit "without any obligation to the Council."

2. MATTERS ARISING FROM THE MINUTES

- (a) The St Edith Hall Lease with The St Edith Club (see Minute 2(a))
Mr Kendall advised that further discussion had taken place with the solicitor and a Notice of Termination of Tenancy had been served under the Landlord and Tenant Act 1954 Section 25. This had been done in the name of Kemsing Parish Council as owner and Trustee of the Hall complex although Mr Kendall confirmed that it had been made clear that the Hall Management Committee is not trying to evict The St Edith Club.

The Chairman proposed that all members of the Press and Public should be excluded from the Meeting so that the process that had taken place could be explained and the background to it.

CARRIED - unanimously

Mr Buttifant declared a Personal Interest and did not take part in the discussion.

The Chairman proposed:

That Kemsing Parish Council supports any reasonable action taken by The St Edith Hall Management Committee to achieve sufficient income from letting the St Edith Hall complex to defray the costs of the provision of the facility for the residents of Kemsing.

CARRIED – 10 in favour

The Chairman proposed that the Press and Public should be re-admitted to the Meeting.
CARRIED – unanimously

(b) Kemsing Lawn Tennis Club (Minute 2(b))

The Clerk reported that dependant upon clarification by Knocker & Foskett of a number of points raised by Mr Andrews and the Clerk, it is hoped that the Lease would be available for signature very shortly. Mr Ian Fraser, Chairman of the Tennis Club had been kept informed of progress and had indicated that following execution of the Lease, it is hoped building works would commence by the end of August 2003.

The Chairman proposed:

That the Council Members, in their capacity as Trustees of The Common Field Recreation Ground approve the execution of the Lease on behalf of the Trust by Mr A C Andrews, as Chairman of the Council, Mrs M Cole, as Chairman of the Recreation Grounds Committee and Mrs L M Drage as Clerk to the Trustees.

CARRIED – unanimously

The Clerk advised the Members that the building of the new Clubhouse would take eight to ten weeks to complete.

Members noted that the Clerk had prepared a Letter of Consent giving the Tennis Club permission to install an underground electricity supply, in accordance with Minutes of the April 2003 Meeting (KPC/4/03 Item 2(b)), and this would be issued on execution of the Lease.

(c) Affordable Housing/The Rural Housing Trust (Minute 2(f))

The Clerk confirmed that the amended Survey Letter and Form had been submitted to The Rural Housing Trust office in Ashford, Kent with a request to deliver 1,900 to the Parish Office by mid-September. It is anticipated that delivery to all Kemsing Households and Businesses, with the Parish Newsletter, would take place from 1 October 2003.

(d) Training for New Councillors (Minute 2(e))

Mr Williams reported to Members on the Training Day held by K.A.P.C. on 19.7.03 and advised that it had been a most interesting and informative day, well presented, and with good course literature. Representatives from Canterbury City Council Planning Department and the Kent Rural Community Council had also been present. Topics discussed had included Procedures and the Law, the Code of Conduct, Design Statements and Parish Plans, and Quality Parish plans. Members noted that the Council had considered Quality Parish plans in November 2001 and that the subject of Design Statements would be considered by the Planning Committee on 1 September 2003.

- (e) Parish Newsletter (Minute 2(f))
Mr Croughton advised the Meeting there had been an abundance of material for the Newsletter and that the document would be going to the printer shortly to enable delivery by Members from 1.10.03.

The Draft Distribution List proposed by the Deputy Clerk, Mrs Sharon Palmer, was considered. Mr Dawes felt unable to cover all his allotted area and Mr Davies offered to cover Childsbridge Lane (north of M26, including Shorehill Court), leaving Mr Dawes with Rushmead and Park Lane.

- (f) Renewal of the Parish Map (Minute 2(g))
Members noted that the new Parish Map had been erected 7.8.03 at the entrance to the Village Car Park and that a note of thanks had been sent to the Project Officer at Kent County Council (K.C.C.).

Mr Buttifant confirmed that there is no provision on any of the maps to show Vehicle Restrictions.

- (g) Annual Return for the Year ending 31.3.03 (Minute 2(h))
The Clerk advised that the External Auditor's Certificate and Opinion had been received and had been copied to Members. Mr Andrews reminded Members that this year Kemsing had been selected for greater scrutiny and examination.

The Clerk advised that the Statutory Notice of Conclusion & Right to Inspect (together with a photocopy of the Annual Return Sections 1 2 3 & 4) had been posted 8.8.03 and would remain on the Hall Noticeboard for at least the minimum period of fourteen days.

- (h) Closed Circuit Television (Minute 3)
Members noted that the external consultants' report expected end-July by S.D.C. is now anticipated by the end of August. The Clerk advised that after evaluation, together with evaluation of the two exercises currently in hand by the CCTV Manager at S.D.C., information may be available for publication by end October 2003. The Clerk undertook to monitor as necessary and to circulate any other information on CCTV as it became available.

- (i) Appointment of an Internal Auditor (Minute 5)
The Clerk confirmed that an invitation to act for the Council, had been sent to Mr Wonga Mzimba on 30.7.03, as directed. Members noted that confirmation of acceptance and a requested date for a September Interim Internal Audit is still awaited despite two telephone calls and two letters from the Clerk.

- (j) Appointment of a Financial Adviser (Minute 6)
Mr Croughton invited Members to consider the Report submitted prior to the Meeting by Mr Burfield. There was some discussion on why some £48,000 should be left with Halifax plc earning only 0.75% interest when it could be moved into the Alliance Leicester Commercial Bank Account. Although, in effect it was 'putting all the eggs in one basket', Members felt that the risk of Alliance & Leicester 'going to the wall' was low. Mr Croughton said he had been unable to talk through the Report with Mr Burfield prior to his absence on holiday and did not know the thinking behind it. Members thought that perhaps consideration could be given to splitting the monies currently held by Halifax plc between Alliance Leicester Commercial Bank and HBOS.

It was agreed that the Chairman and the Finance Officer should act jointly in this matter.

In the meantime, Mr Croughton proposed and Mrs Cole seconded:

That the Council agrees to the Transfer of the Treasury Bond monies, of £90,000, from the Halifax plc Asset Reserve Account, together with a further £30,000 from the same Account, to the Alliance Leicester Commercial Bank 30 Day Notice Deposit Account.

CARRIED – unanimously

With regard to Mr Burfield's second proposal to set up a small working group to review the Council's Investment policy on risk and returns, for presentation at the September Council Meeting, Members agreed that the existing group would carry out such a review but fellow Members would be welcome to join the group in its deliberations.

Mr Croughton proposed and Mr Dawes seconded:

That further advice should be sought from the Financial Adviser on the re-investment of the balance of the monies held in the Halifax plc Asset Reserve Account and that authority should be given to the Chairman and to the Finance Officer to invest this money to the best advantage of the Council

CARRIED – unanimously

- (k) Extraordinary Meeting held in Closed Session (Minute 8)
Mr Andrews reported to Members on the subsequent meeting attended by him, Mr Davies and the Clerk and at which discussion had taken place about the working of the Parish Office and possible steps which could be taken to make it more effective.
- (l) Peg Tile Coping on the Well Wall, St Edith's Road and the Kissing Gate, Green Hill (Minute 9(a))
Members noted that these matters are being dealt with by the Downland Management Committee and had been discussed at the Committee Meeting 13.8.03.
- (m) Disabled/Baby Changing Toilet (Minute 9(e)(i))
The Clerk reported that the toilet damaged by fire had now reopened and is equipped with a new changing mat. Redecoration to the ceiling, reinstatement of the door closer plate and re-staining of the doors is awaited although the Clerk had been advised by Sevenoaks Direct Services that the District Council is at present considering a major refurbishment programme for all their Public Conveniences. The Clerk advised that Direct Services is endeavouring to get a RADAR lock fitted to the disabled/baby changing toilet.
- (n) K.C.C. Statutory Notice at the top of The Landway (Minute 9(e)(ii))
Mr Buttifant advised he had spoken with K.C.C. and asked that the sign be changed.

3. **BUSINESS REQUIRED BY STATUTE**

School Governance (Constitution) (England) Regulations 2003 (SI No. 348)

Members noted that a letter had been received from K.C.C. alerting the Council to a key change in relation to minor authority representation on school governing bodies. Under the new regulations there is no longer a requirement to appoint a minor authority representative as an additional co-opted governor, as is, in fact, already the case at the community primary school in Kemsing.

4. **ST EDITH'S ROAD/WEST END**

Mr Buttifant reported to the Council on a meeting with a Senior Highway Engineer from S.D.C., attended by District Councillor Mrs Joyce Course and the Clerk.

There was a good deal of discussion on the problems in this area and Members questioned the statement made by S.D.C. regarding the impossibility of raising the kerbs. It was agreed that the

matter should be referred back to the Highways Committee and to ask that consideration be given to double yellow lines and thin railings.

The Clerk advised that PC Jackie Allen would be writing to Kemsing Primary School with regard to parking and that PC Allen proposed to issue Parking Notices for vehicles parked on the footway.

Mrs Cole advised that the Pilgrims Way/The Landway junction warning sign had become obscured by hedging and Mr Croughton asked about the monitoring strips across the Pilgrims Way. It was confirmed by Mr Davies and the Clerk that the strips were for the purposes of monitoring speed.

5. **LEISURE PLOTS**

Mr Bennett and Mr Kendall reported to the Council on the Recommendations made by the Downland Management Committee, detailed in the Minutes of the Committee Meeting held 13.8.03 and circulated at the beginning of the Meeting to Members. Mr Bennett informed Members he was asking for consideration of Minute Item 6 (a) (b) (c) (d) but that he would not seek approval of the Committee Meeting Minutes until the September Council Meeting.

There was general agreement that the risk of Yalepalm being resurrected was extremely low and that all in all the amount of money involved was small. Mr Kendall advised that he had talked the matter through with Mr Graham Grove of the S.D.C. Legal Section and pronounced himself satisfied that all the necessary formalities had been undertaken and that the matter should move forward. Mr Bennett confirmed that completion of the purchase would not take place until Mr Grove had undertaken a second check that Yalepalm had not been Restored.

Mr Bennett proposed and Mr Williams seconded:

That the Remainder Land be purchased from The Crown Estate and that the Clerk be authorised to complete all the necessary documentation. In addition, that Downland Management Minute items (b) (c) and (d) (DM/13/03) be approved.

CARRIED – unanimously

Mr Andrews drew attention to the Downland Management Committee's decision that the matter should move forward if the Clerk was satisfied final doubts had been resolved, and said it was inappropriate that this responsibility was being placed on the Clerk. Mr Andrews said that the Clerk is the Proper Officer of the Council and as such seeks answers to the questions raised by Council Members.

6. **VACANCY FOR A VILLAGE TIDINESS OFFICER**

Members noted with regret that Mrs Liz Garrett had given notice to the Council and would step down as Village Tidiness Officer at the end of August 2003. The Clerk reported that an indication had been received that Mrs Garrett would continue her duties for a short period until a replacement had been appointed.

The Clerk advised that the vacancy had been advertised on the Council's Noticeboards with applications sought by 22.8.03 and that to date, two applications had been received. Members noted that Messrs Andrews, Bennett, Buttifant and Mrs Cole are being kept informed by the Clerk.

There was a brief discussion on the merits of appointing two Officers, one for each end of the Village and it was agreed that this matter should be considered by Messrs Andrews and Buttifant with Mrs Cole. It was acknowledged that two appointments would double the amount budgeted for but that the shortfall could be funded from savings elsewhere. Mr Bennett said he would not be available to take part in any discussions at the end of August. Messrs Davies and Waters

expressed an interest in joining the group. It was agreed that the group would consider the applications and would decide whether to appoint two Officers.

7. **K.A.P.C AGM 8 November 2003**

A copy of an e-mail 6.8.03 received from Mr Colin Milligan, Chairman of the Sevenoaks Area Committee and circulated with the Agenda, was considered. Mr Davies suggested that County Councillor Ronnie Norman should be invited to attend the Sevenoaks Area A.G.M. Mr Williams said he hoped to attend the meeting.

There was a short discussion on the need for visible policing and Members commented on the apparent lack of sighting of Dave Birchell in the Village. The Clerk was asked to check on his availability. Members acknowledged that the Community Officer, PC Jackie Allen is often spotted in Kemsing.

8. **LETTER OF THANKS TO MR MALCOLM THOMAS**

The Clerk advised that with the approval of the Chairman, Mr Andrews, a letter of thanks was sent to Mr Thomas who had left Kemsing Primary School at the end of the summer term to take up a new Headship at Harrietsham. Mr Andrews read the contents of the letter to Members.

9. **THE KEMSING LOGO**

The Paper written by Mr Bennett and circulated with the Agenda was considered by Members. After some discussion it was agreed that for the purposes of the Downland Management leaflet, Figure 3 suggested by Mr Bennett, would be acceptable and the Clerk was asked to confirm this to S.D.C. Members agreed that a small Working Group suggested by Mr Bennett should be set up to consider whether a new Logo is required. Mr Dawes and Mrs Ross said they would be happy to join such a Group.

10. **REQUEST FOR PERMISSION TO ATTEND DYNES PARADE**

Members considered the request, previously circulated, received from a Mr P Brown of Maidstone with regard to bringing a Fruit & Veg Van to Dynes Parade one day a week.

Mr Croughton proposed and Mr Buttifant seconded:

That as far as this Authority is concerned we have no objection to this proposal.

CARRIED – 9 in favour, 2 abstentions

11. **KEMSING CHRISTMAS LIGHTS 2003**

The Clerk reported to Members on the information and costings provided by the existing contractor and advised that approaches had been made to two alternative contractors. Whilst one had declined to provide a quotation, a meeting had been arranged with the second to take place on 4 September 2003.

Members agreed to reconsider this matter at the September Council Meeting.

12. **COMMITTEE & OFFICER REPORTS**

(a) Planning Committee

The Council approved the Minutes of the Meeting held 7 July 2003, ref. P/10/2003.

After confirmation by Mr Dawes that the land east of Childsbridge Lane fell within the parish of Kemsing (Item 2(d)), Minutes of the Meeting held 21 July 2003, ref. P/11/2003 were approved.

(b) Recreation Grounds

Mrs Cole asked that under 'Those Present', "Messrs A C Andrews" be changed to "Mr A C Andrews" and as pointed out by the Clerk, under Item 2(a) "the Council check the wording" be changed to "the Clerk check the wording".

Mr Bennett asked that under Item 5(iv) disconnection should be from within the Scout Hut.

The Council approved the Minutes of the Meeting held 24 July 2003, ref. RG/08/2003.

(c) Any other Reports by Officers

- (i) The Clerk drew attention to an article in the Kent Police Authority Newsletter dated July 2003 on Rural Wardens and said that further information had been requested.
- (ii) The Clerk advised the Meeting of a new Police initiative called 'Country Eye' and circulated a letter to Members. The Clerk had followed up the information received by the Parish Office and advised Members that one of the project leaders would be willing to attend a Council Meeting and talk about the new initiative.

Mr Williams felt that prevention of crime is an issue of concern to parishioners and that this opportunity should be explored.

Members agreed that an invitation be extended to attend the Council Meeting on 15 October 2003 although a maximum of 10/15 minutes could be allowed for an introductory talk followed by 5/10 minutes for questions. It was agreed that if this was an initiative the Council wished to explore and time is limited, then written questions could be submitted thereafter.

- (iii) The Clerk drew attention to a poster featuring PC Jackie Allen, to be placed on some of the Parish Noticeboards. In addition Members were advised that PC Allen would be re-checking DVLA records with regard to the Citroen Xantia left in the Village Car Park.

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

No Members of the Public were present.

14. **INFORMATION REPORT**

The Information Report, previously circulated, was received by the Council.

Mr Bennett expressed an interest in Item 2 (The Consultation Paper on Indemnities for Relevant Authority Members and Officers) and agreed to report in brief to the Council at the next Meeting.

15. **ACCOUNTS FOR PAYMENT**

The Council approved:

- (a) Accounts already settled on 16.7.03 voucher nos. 106 - 123
- (b) Accounts paid, voucher nos. 129 - 136
- (c) To note receipts, voucher nos. 93 - 105 & 124 - 128

In addition, Mr Croughton asked for the cheques yet to be signed, to be approved and this was agreed. {Cheque nos. 202452 – 202461 inc}

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

- (i) Members noted that a copy e-mail received from the K.C.C. Library Manager West Kent, had been forwarded by the St Clere Estate, and from which it was noted that Kemsing Library would be externally refurbished during this financial year and work could start in the near future. Members noted that the external condition of the Library was first brought to the attention of the Council by Mr Buttifant in November 2002 (ref. KPC/11/02 Item 11 (e)(ii)).

- (ii) Members noted that Mr & Mrs M Syrrett are hoping to become the new Licensees for The Bell and an application for transfer of the licence is due to be heard at The Court House in Sevenoaks on 14.10.03. It was reported that Mr & Mrs Syrrett hoped to take over the actual running of The Bell from 1 September 2003.
- (iii) Mr Waters reported that a sixth class would be in operation for the new term and in answer to a question about teaching levels, he confirmed that the probationary teacher had now qualified.

Matters to be raised in the future:

Attendance by 'Country Eye' Officers – October 2003

Parish Office Storage Systems – c/f October 2003 (lmd)

Possible future development of St Edith Hall – October 2003

17. **DATES OF MEETINGS**

1 September Planning
2 September Highways (new date)
10 September Emergency Services
15 September Planning
17 September **PARISH COUNCIL**

The Meeting closed at 10.15 p.m.

Linda Drage
Parish Clerk

/lmd
5.9.03