

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 a Meeting held in the Small Hall, St. Edith Hall, Kemsing,
on Wednesday, 18th October 2006 at 8.00 p.m.**

PRESENT: Mrs. M. Cole (in the Chair)
Mr. A. Andrews, Mr. D. Bennett, Mr. P. Burfield, Mr. G. Croughton,
Mr. R. Dawes, Mr. P. Kendall, Mr. I. Rumgay, Mr. A. Waters,
Mr. M. Williams

IN ATTENDANCE: Miss. L. Stack (District Councillor)
Mrs. Y. Tredoux (Clerk)

APOLOGIES: Mr. B. Buttifant

Councillors were reminded to disclose personal and prejudicial interests on matters to be considered at this Meeting.

1. **MINUTES**

The Minutes of the Meeting held on 20th September 2006, Reference KPC/09/06, having been previously circulated, were approved subject to the following amendments:-

Page 2, Item 2(d), last paragraph should read:-
"The Clerk was asked **to** inform Ms. Evans"

Page 2, Item 2(e), Second line should read:
"the identified Footpath **49**."

Page 3, Item 3 (d) (i) 5th line : principle should read **principal**.

Page 3, Item 3 (d) (ii) 1st line : it's should read **its**.

Page 4, Item 4, Second paragraph, 1st line : role should read **roll**. Also include Mr. Bennett declared a personal interest.

Page 4, Item 4, Third paragraph, 2nd line : affect should read **effect**.

Page 2, Item 2(g) : Amendment to proposal - Mr. Andrews proposed and Mrs. Cole seconded to amend the proposal as follows:

"That in view of the extensive over-development in the proposed plan, the Parish Council withdraws from any further discussion with Kentmere Homes, regarding the sale of that strip of land which is owned by the Parish Council."
CARRIED unanimously

Mrs. Cole proposed from the Chair:

"That the Council approves the Minutes Reference KPC/09/06 as amended."
CARRIED 9 in favour, 1 abstention

2. **MATTERS ARISING FROM THE MINUTES**

(a) PCSO – Police Community Support Officer (See Minute 2 (a) KPC/09/06)

The Partnership Co-ordinator advised that the steering group had given the green light and the document was back with the Solicitor for a couple of slight amendments. The final agreement was awaited.

(b) Recycling Facilities (See Minute 2 (b) KPC/09/06)

The Clerk reported that despite several requests, no response had been received from Mr. Saunders for a revised quote.

Mr. Andrews proposed and Mr. Croughton seconded:

“That the Council accepts the quote offered by Stanley Berwick Limited.”
CARRIED unanimously

(c) Christmas Lights (See Minute 2 (c) KPC/09/06)

Mr. Burfield and the Clerk met with the landlady from The Bell, who seemed very optimistic to continue the previous arrangement to supply electricity for the Christmas lights in The Well. She would obtain permission from The Greene King Brewery to fit a protected outlet socket outside The Bell, but thought that this would be only a formality.

The working group would obtain three quotations from Mr. P. Miles, Mr. S. Harvey and one other electrician to install the Christmas lights.

Mr. Bennett asked whether the tree removal would be incorporated with this project and Mrs. Cole referred to previous minutes of the meeting held on 16th August 2006, Reference KPC/08/06, when the Council authorised expenditure of not more than £1,000 for the removal of the tree, funded from the general contingencies fund.

(d) Village Logo (See Minute 2 (d) KPC/09/06)

An electronic copy of the logo was awaited.

(e) Graffiti (See Minute 2 (e) KPC/09/06)

The Clerk reported that Mr. Buttifant had observed Sevenoaks District Council cleaning the bus shelter earlier that afternoon.

(f) WI Seat (See Minute 10 (f) KPC/09/06)

The PCC advised that it had agreed to apply to the Diocesan Advisory Committee for a Faculty. The Heritage Centre Association advised that it agreed to fund a plaque for the newly restored WI seat and enquired whether the Clerk could order a plaque on its behalf, to which the Council agreed.

(g) Long term storage of village archives (See Minute 2 (h) KPC/09/06)

Mr. Waters declared a prejudicial interest and left the meeting.

Notes on a meeting held on 3rd October by a representative from the Kemsing Heritage Centre and Councillors, were previously circulated.

Councillors discussed the notes and a document "Caring for your Archives" received from Mrs. Erica Cole. Particular reference was made to the Kemsing Library, owned by Kent County Council, which was considered to be a possible appropriate building which might meet the requirements necessary for storing archives.

The Archive Storage Group would prepare a letter to Kent County Council, expressing interest in the future of the library in light of the recent renovation of the Sevenoaks Library, and to ask assurance that Kemsing Library would be supported when the refurbished Sevenoaks Library opens. The Parish Council would be very interested in the usage of the building if any changes were considered, specifically for storing village archive documents.

Mr. Croughton asked whether two representatives from the St. Edith Hall Management Committee (SEHMC) would consider attending the next meeting with the Kemsing Heritage Centre Association, scheduled for Tuesday, 28th November 2006. The SEHMC Chairman, Mr. Peter Kendall, accepted the invitation and would discuss this request at their next meeting.

The Council was asked to consider the following recommendation from the Archive Working Group:

"The Parish Council accepts that it has no legal responsibility for the storage of Archives other than its own, however, the group recommend that the Parish Council policy should be to offer every assistance/support to enable other archives relating to the Village, to be stored at an accessible, central location, in conditions which will ensure their lasting preservation."

Mr. Bennett proposed and Mr. Kendall seconded:

"That the Council approves the above proposal, subject to the deletion of the word 'every' from the third line."

CARRIED unanimously

[Mr. Waters returned to the Meeting.]

- (h) Provision of a new vicarage and Church Hall (See Minute 4 (KPC/09/06))
Mr. Croughton and Mr. Bennett declared personal interests.

The Council's decision had been sent to the Vicar, Revd. Nigel Ashworth and all Members of the PCC. The PCC advised that a meeting would take place on 19th October to consider all the comments received from parishioners, including those of the Parish Council. *(A copy of a letter from a resident dated 10th October, addressed to the PCC, was circulated to Councillors prior to the Meeting.)*

A letter from Dr. P. Walker, received on Wednesday 18th October (handed out at the Meeting), requesting the Council to explain its objections to a new vicarage, was discussed. Councillors had received a detailed letter from the Vicar, The Revd. Ashworth, with the proposed plan, prior to the article which they had also seen in The Well magazine, upon which Councillors were invited to comment. The Council made a decision based on the above mentioned information received, and the Clerk was asked to advise Dr. Walker accordingly.

- (i) Keep Kemsing Tidy Poster Competition (See Minute KPC/02/06 3(c) vii)
Mrs. Cole and Mr. John Farrow attended the school assembly on Wednesday, 11 October when Mr. Farrow gave a presentation on litter. Mrs. Cole informed the children of the "Keep Kemsing Tidy" poster competition. The closing date would be Friday, 10th November, where after the entries would be judged by Councillors at the Parish Council meeting on 15th November, in order to select the overall winners. The Chairman would present the prizes on 17th November at the school.

The Council agreed to approve a donation of £10 each to the two overall winners of the groups. Mrs. Cole would donate a small token as an "entry prize" for all participants from her Chairman's Allowance.

3. **COMMITTEE AND OFFICER REPORTS**

(a) Planning Committee

Mr. Dawes proposed and Mr. Andrews seconded:

"That the Council approves the Minutes of the Meeting held on 25th September 2006, Reference P/13/2006."

CARRIED unanimously

(b) Finance Committee

Mr. Burfield proposed and Mr. Kendall seconded:

"That the Council approves the Minutes of the Meeting held on 4th October 2006, Reference F/106/06."

The Minutes were approved, subject to the following amendment:

Page 3 - Item 5, 3rd paragraph, 2nd line: Allianz should read **Alliance**.

CARRIED unanimously

Item 2 (e) F/106/06

Mr. Burfield proposed and Mr. Croughton seconded:

"That the Council approves the Statement of Internal Control, previously circulated to Councillors."

CARRIED unanimously

Item 3 F/106/06

Mr. Burfield proposed to defer this item to the next meeting. The Clerk was asked to circulate a copy of the Reserve Fund Policy dated 2002 to all Councillors.

Item 4 F/106/06

Mr. Burfield proposed and Mr. Croughton seconded:

"That the Council approves the recommendation from the Finance Committee to make available up to £600 for the restructuring of office equipment and furniture, in particular the Deputy Clerk's area."

CARRIED 10 in favour, 1 against (Mr. Dawes)

Mr. Andrews donated three two-drawer cabinets and two office chairs for the Clerk's Office and requested that the Council considered making a donation to Air Ambulance. It was agreed that this item would be deferred to the next meeting.

(c) Downland Management Committee

Mr. Bennett proposed and Mr. Kendall seconded:

"That the Council approves the Minutes of the Meeting held on 11th October 2006, Reference DM/05/06, previously circulated."

The Minutes were approved, subject to the following amendment:

Page 1, Item 3(a), 3rd line should read:

"not to replace the plaque with the amended wording,....."

CARRIED unanimously

(d) Chairman's Report

(i) Removal of all can banks from the recycling sites

Residents put the vast majority of cans in their clear recycling sacks, which resulted in a decline in the amount of cans brought to the recycling sites.

Sevenoaks District Council advised that it was no longer practical or economical to collect cans from those sites. The decision had been made to remove all can banks by 1st December 2006.

- (ii) Closure Pilgrims Way
Patching work would be carried out in Pilgrims Way between the junctions with Row Dow and Childsbridge Lane, from 23rd October to 3rd November 2006.
- (iii) Sevenoaks Playhouse
A consultation report had been received and was available in the Clerk's Office. The Sevenoaks Playhouse would re-open on Saturday, 21st October 2006 and the Clerk would place details of opening times on the notice boards.
- (iv) Land at West End, Kemsing (Opposite the Kemsing Library)
The landowner responded that she was not in a position to advise the Council on her plans and timescale for replacing the fence.
- (v) Remembrance Day - Sunday, 12th November 2006
Mrs. Cole reminded Councillors of the Temporary Street Closure in the High Street for the Remembrance Day Parade from 10.45 a.m. to 11.15 a.m.
- (vi) Wildlife Celebration Evening
The Clerk and Mr. Brian Doe attended the Wildlife Celebration Evening when Mr. Doe presented the prize donated by the Council to the overall winner of Kemsing. Kemsing Primary School also won a silver certificate for their effort.
- (vii) Recycling Sacks
Mrs. Cole said that she had asked the owners of Kemsing Post Office whether they would be interested in selling the brown garden bags on behalf of the Council, and they had indicated that they were very keen. The Clerk would manage the purchase and administration of these bags.

Mrs. Cole proposed from the Chair:

"That the Council has a temporary arrangement with Kemsing Post Office for three months to sell brown garden bags on the Council's behalf. "

CARRIED 7 in favour, 3 abstentions

4. **AMENDMENTS TO STANDING ORDERS**

Mr. Burfield proposed and Mr. Kendall seconded:

"The Committee recommend that from May 2007 that there will be a minimum of two committee meetings each year. The first within four weeks of the new Council and one further meeting before the end of November; and request that the Standing orders be changed accordingly."

CARRIED unanimously

[9.20 p.m. Miss Stack left the Meeting.]

5. **REQUEST FOR DONATION : SENIOR CITIZEN CHRISTMAS DINNER**

The Council considered making a donation to the Senior Citizen Christmas Dinner to be held on Saturday, 2nd December 2006 at Kemsing Primary School.

Mrs. Cole proposed from the Chair:

"That the Council donates £300 towards the Senior Citizen Christmas Dinner."

CARRIED unanimously

Mrs. Cole reminded Councillors that they were invited to attend for tea in the afternoon.

6. **REQUEST FOR DONATION FROM YOUTH WORKER FOR ADVENTURE HOLIDAY IN WALES**

Mr. Burfield and Mr. Waters declared prejudicial interests and left the room.

The Youth Worker, Jane Down, requested whether the Council would consider subsidising £269 in respect of travel costs for a group of 28 young people, aged between 11 and 17 years, to go on an "adventure" holiday in Wales. (A copy of the request had been circulated to Councillors prior to the Meeting.)

Mr. Williams proposed and Mr. Croughton seconded:

"That the Council donates £269 towards the 'adventure' holiday, organised by Jane Down (Youth Worker)."

CARRIED unanimously

[Mr. Burfield and Mr. Waters returned to the Meeting.]

7. **BUSINESS REQUIRED BY STATUTE**

There were no business required by statute other than that already on the Agenda.

8. **QUESTIONS FROM THE PUBLIC & PRESS**

There were no questions from Members of the Public.

9. **ACCOUNTS FOR PAYMENT**

Mr. Burfield proposed and Mr. Dawes seconded:

"That the Council approves the payment list, vouchers 154, 157 to 185 and notes the receipt list, vouchers 155 & 156."

CARRIED unanimously

10. **INFORMATION REPORT**

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

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

The first St. Edith Hall Newsletter had been previously circulated to Councillors, and Mr. Kendall thanked Mr. Burfield for preparing the newsletter.

The proposed development of the Youth Hostel would be discussed at the next Meeting.

12. **DATES OF NEXT MEETINGS:**

23rd October 2006: Planning
25th October 2006: Highways
1st November 2006: Emergency Services
6th November 2006: Planning
15th November 2006: Parish Council
20th November 2006: Planning
29th November 2006: Recreation

The Meeting closed at 9.45 p.m.

Yolanda Tredoux, Clerk to the Council