

KEMSING PARISH COUNCIL

Clerk's Office, St. Edith Hall

Kemsing

SEVENOAKS

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Minutes of a Meeting of the Parish Council
held in the Small Hall, St Edith Hall, Kemsing
on Wednesday 19 November 2003 at 8.00 p.m.

COUNCILLORS PRESENT: M Cole (in the Chair)
D V Bennett, P R Burfield, B D Buttifant, G R Croughton,
A M Davies, P M H Kendall, P C Miles, W Ross,
A V Waters

R J Dawes joined the Meeting during Item 2(a)

IN ATTENDANCE: Mrs L M Drage, Parish Clerk

APOLOGIES: Councillors A C Andrews, M J Williams
District Councillor Mrs J Course

Declarations of Interest in the Register

No new Declarations were made

1. MINUTES

The Minutes of the Meeting held on 15 October 2003, reference KPC/10/03, previously circulated, were approved and signed, subject to the following amendment:

Mr Waters asked for Item 10 to be amended to read "monthly" instead of "weekly".

2. MATTERS ARISING FROM THE MINUTES

(a) The St Edith Hall Lease with The St Edith Club (see Minute 2(a))

Mr Kendall gave a detailed report on the position with regard to the Billiards Room and the Original Club Room. Mr Kendall informed Members that two Trustees of the Club had acknowledged the Lease on the Billiards Room had expired and the option to extend not registered, and had invited the Council to negotiate a Lease or Rental Agreement. Mr Kendall said that a response from the Council and the Hall Management Committee would be required before 12.12.03 (the date upon which the four month period expires following the serving of Notice under the Landlord & Tenant Act 1954).

Mr Kendall stated that with regard to the Original Club Room, the Club does not accept that this Room is occupied by virtue of a tenancy but rather as of right by virtue of the Trust created by Sir Mark Collett. However, Mr Kendall said that before 12.12.03 the Hall Management Committee proposed to advise the Club of the amount of rent being sought and Terms and Conditions required.

Mr Kendall advised Members that an independent survey had been carried out that morning in order to establish a current market rent for both the Billiards Room and the Original Club Room, and a report is expected shortly.

Mr Kendall proposed and Mr Davies seconded:

That a small Working Group takes this matter to a satisfactory conclusion.

In discussion it was suggested that upon receipt of the surveyor's report, Mr Kendall would convene a meeting to take place before 12.12.03, to be made up of Messrs Andrews, Bennett, Burfield, Kendall and Mrs Cole.

Mr Croughton felt that the Group should report back to the Council and an Extraordinary Meeting be held, if necessary. Mr Kendall felt it was a good idea to get the backing of the full Council.

Mr Davies suggested that the Group might choose to meet half an hour prior to the Finance Meeting to be held 2.12.03 and Mr Burfield undertook to consult with Mr Andrews.

Mr Dawes and Mrs Ross expressed reservations about the possibility of negative publicity.

CARRIED unanimously

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

The Clerk reported that the Lease had been signed by both parties and the documentation returned to Knocker & Foskett for Completion.

The Clerk advised that a Letter of Consent had been sent to the Club for the installation of the underground electricity supply, together with an invoice for the first year's rental and a request for confirmation of insurance cover, in accordance with the terms of the Lease. The Clerk reported that a cheque for an amount of £31.00 had been received that morning together with some insurance documentation, with further information to follow at the end of the building work.

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

The Clerk advised that the Rural Housing Trust had been unable to give any information on the response to the Survey but had undertaken to report to the Council by the end of December 2003.

(d) Internal Audit (ref Minute 2(e))

Mr Burfield reported to Members on the Interim Internal Audit Report and said that it was complimentary about the overall way the accounts are being run. Mr Burfield said that the Financial Regulations would require updating once information on current regulations had been made available and that it would be necessary for the Finance Committee to agree the final drafting of the Risk Assessment.

(e) Appointment of a Financial Adviser (Minute 2(f))

Following a brief report,

Mr Burfield proposed and Mr Croughton seconded:

That the Council appoints City Asset Management as Financial Adviser to the Council and that it executes any instructions given by the Council in setting up or closing accounts made in the name of Kemsing Parish Council.

CARRIED unanimously

The Clerk reported that the Alliance & Leicester Commercial Bank Thirty Day Notice Account had been opened and an initial deposit of £120,000.00 had been made, taken from the Halifax Asset Reserve Account.

(f) St Edith's Road/West End (Minute 2(g))

The Clerk reported that Mr Mike Linfield, S.D.C. Highway Manager had undertaken to review this matter and to put together proposals for discussion at an on-site meeting to be held in the New Year.

- (g) "Lower Haffenden" (Minute 2(h))
The Clerk confirmed that Completion of the purchase took place 15.10.03 and registration of Title at H.M. Land Registry is in hand with the S.D.C. Legal Section.
- (h) Community Policing (Minute 2(i))
A Beat Report received from Parish Constable Dave Birchall and Special Constable Glasspool, previously circulated, was considered by Members.
- (i) Kemsing Christmas Lights 2003 (Minute 2(l))
The Clerk confirmed that an order had been placed with DGH Security and Electrical Installations to replace the Christmas Lights at Dynes Parade at a cost of £200.00 + V.A.T. and to install and connect the lights at Dynes and in The Well during the first week in December and disconnect during the second week of January 2004 at a cost of £100.00 + V.A.T.
- (j) Visit by the Lord Lieutenant of Kent (Minute 2(l))
Members were informed that a letter had been received from Mr Allan Willett and this was read out by Mrs Cole.

Photographs of the Visit were circulated and Mr Davies said that Mrs Course had suggested one of the photographs could be used in the Parish Newsletter. Mr Waters agreed to publicise the Visit.
- (k) Invitation to Miss J Down, Detached Youth Worker (Minute 2(m))
It was noted that Miss Down had thanked the Council for its invitation and looked forward to meeting Members at the January 2004 Meeting 8.00 p.m.
- (l) Possible Future Development of the St Edith Hall (Minute 4)
Mr Waters advised that information on local R.I.B.A. Architects had been obtained and a retired architect living locally would help to prepare an initial Brief. Mr Waters invited Members to contribute to this preliminary work..

Mrs Cole asked whether this matter could be progressed after Item 2(a) had been settled and Mr Waters agreed to leave further action until January 2004.
- (m) Replacement of the Clerk's Office Computer (Minute 5)
The Clerk confirmed that Mr Burfield had placed an order with Chalkhill Computers 5.11.03 at a total of £494.36 + V.A.T.

It was agreed that because the transfer of data would have to be carried out at Chalkhill's premises, the work should be carried out after w.c. 1.12.03.
- (n) K.A.P.C. Finance Information Day 18.10.03 (Minute 8)
Mr Burfield reported that it had been an enjoyable and informative day.
- (o) Meeting of the Rail Passengers Committee (Southern England) (ref. September Meeting Minute 7(d))
Mr Croughton reported on his attendance at the meeting which had coincided with the temporary transfer of the franchise from Connex to South Eastern Trains. Mr Croughton had established from rail personnel in attendance that the whistles or horns on the new trains are now more strident and this had lead to an increased volume of complaints in the region. Mr Croughton said that research is being carried out in an attempt to concentrate the sound within the track area rather than over a wider area. Mr Croughton stated that he had been unable to clarify the timing of the whistle bans on night-time

trains but the general consensus seemed to be during the period between 11.00 p.m. and 6.00 a.m., unless in the event of an emergency.

Mr Bennett asked about a report in the Seal Advertiser concerning the possible closure of Footpath 49 across the railway line near Otford Station. The Clerk reported that she had been in contact once again with Otford Parish Council and had been advised that although an application is now with Kent County Council, the consultation process had not yet commenced. The Clerk undertook to pass information to the Deputy Clerk concerning this matter.

Mr Davies suggested that the Highways Unit at Sevenoaks District Council should be thanked for prompt and effective action with regard to the road surface over the railway bridge at Childsbridge Lane.

3. **BUSINESS REQUIRED BY STATUTE**

There was no Business required by Statute to consider.

4. **ALLOWANCES FOR PARISH/TOWN MEMBERS**

Following a brief discussion on the information previously circulated,

The Chairman proposed:

That a Group from the Finance Committee should consider this matter and report back to the Council.

DEFEATED – 2 in favour, 9 against

Following further discussion on implications outlined by Mr Burfield with regard to the remuneration panel and other considerations and which would require further scrutiny,

The Chairman proposed:

That a small Group from the Finance Committee considers this matter on behalf of the Council.

Mr Dawes said that he would like to have the pros and cons put to the Members and for the full Council to consider the subject.

CARRIED – 9 in favour, 2 abstentions

5. **SEAT IN MEMORY OF ALLEN BRYANT**

Members considered a letter 27.10.03 received from the Kemsing Sports Association. Mrs Cole said that it is her understanding that the Council is being asked to agree to purchase the seat and that the costs would be met in full by the Kemsing Sports Association. Mrs Cole said that it was proposed that maintenance and insurance would be the responsibility of the Council once the seat had been installed. Mr Miles confirmed that the Noahs's Ark Residents Association would keep an eye on the seat and obtain permission from the relevant landowner, thought to be S.D.C.

The Chairman proposed:

That the Council agrees to purchase the Memorial Seat on behalf of the Kemsing Sports Association and to be responsible for maintenance and insurance, subject to the purchase and installation costs of the seat being met by the Association.

CARRIED – unanimously

6. **INVITATION TO ATTEND THE OFFICIAL OPENING BY HRH THE PRINCESS ROYAL OF THE EYNSFORD AFFORDABLE HOUSING SCHEME**

Members considered the invitation received from The Rural Housing Trust inviting the Council to send two representatives to attend this event on 9.12.03 11.00 a.m., followed by lunch. Mrs Cole felt sure that Mr Andrews would like to attend the Opening and asked if any of the Members would like to take up the invitation. At the suggestion of those present, Mrs Cole agreed to represent the Council together with Mr Andrews.

Mr Davies thought it would be useful to find out prior to the Eynsford Opening, what sort of response had been made to the Kemsing Survey.

7. **PROPOSAL RECEIVED FROM THE REVD NIGEL ASHWORTH**

Messrs Bennett, Croughton and Waters declared an Interest

Members considered the letter 12.11.03, previously circulated, seeking Council support in generating revenue by offering a facility to print the K.P.C. Parish Newsletter within The Well magazine on a quarterly basis and to distribute copies within the Parish at a cost of £500.00 per annum.

Mrs Cole suggested that a small Group consider Revd Ashworth's proposal. Mr Davies said he would like to join such a Group and Mr Buttifant and Mrs Cole agreed to participate. At the suggestion of Mr Davies, Mr Waters agreed to join the Group even though he is part of the Well Committee trying to revamp the magazine and make it more secular.

Mr Waters said that the Well Committee intended to host a Social Evening for potential contributors on the 6 January 2004 and he also suggested that a member of that Committee could make a presentation to the Council's Group.

The Chairman proposed:

That a Group made up of Messrs Buttifant, Davies, Waters and Mrs Cole meet to consider the proposal received from The Revd Nigel Ashworth.

CARRIED – 8 for, 1 against (Messrs Croughton and Waters did not vote)

8. **PARISH OFFICE SALARY REVIEW AND APPOINTMENT OF REPLACEMENT PARISH CLERK**

As this item dealt with employment issues, Members agreed to consider this matter in Closed Session at the end of the Meeting.

Minutes of the Closed Session will be circulated under separate cover.

9. **COMMITTEE & OFFICER REPORTS**

(a) Planning Committee

The Council approved the Minutes of the Meeting held 10 November 2003, ref. P/17/2003, circulated under separate cover by the Deputy Clerk.

(b) Emergency Services Committee

The Council approved the Minutes of the Meeting held 10 September 2003, ref. ES/9/03, previously circulated by the Deputy Clerk (subject to amendment of "labeled" to read "labelled", Page 2 Item 2(h)). In addition, Members noted the Recommendation to Council of the Appointment of Officers 2003/2004.

The Council approved the Minutes of the Meeting held 5 November 2003, ref. ES/10/03, circulated under separate cover by the Clerk.

(c) Recreation Grounds Committee

The Council approved the Minutes of the Meeting held 24 September 2003, ref. RG/09/2003, previously circulated by the Deputy Clerk (subject to omission of "the ground", Page 2 Item 2(g)).

- (d) Finance Committee
The Council approved the Minutes of the Meeting held 1 October 2003, ref. F/93/03, previously circulated.
- (e) Downland Management Committee
The Council approved the Minutes of the Meeting held 8 October 2003, ref. DM/14/03, previously circulated.
- (f) Highways Committee
Mr Bennett queried the Minutes taken by Mr Waters, and said that Item 2(d) should read "a daily volume of 500+ vehicles in both directions, 85% of which were travelling at below 39 miles per hour.", not "in both directions at an average of over 38 m.p.h."

Mr Croughton said he was not present at the Meeting but wished to comment on the fact that the monitoring had taken place during the school holiday period and during a time of year when many commuters chose to take holidays. Mr Croughton said it was ludicrous for the Highways Authority to conduct a survey during this time and the results are utterly useless.

The Clerk was asked if a response had been received with regard to the resiting of the litter bin (Item 4(c)) and said that this is awaited. Mrs Cole said that the Recreation Ground Committee had been quoted £60.00 to move a bin.

Mr Buttifant asked the Council to approve the Minutes of the Meeting held 22 October 2003, ref. H/15/03, previously circulated, subject to the amendment proposed by Mr Bennett.

Carried – 8 in favour, 3 abstentions

- (g) Any other Reports by Officers
 - (i) Mrs Cole asked if the Clerk wished to report the matter of a missing cheque. Mr Waters informed the Council that he had lost the cheque made out to the Kemsing Primary School for £200.00 (no. 202489) and had asked the Clerk to reissue the cheque.

Members agreed to accept Mr Waters' note of explanation dated 17.11.03.
 - (ii) The Clerk reported that S.D.C. had objected to trading from a mobile fruit & vegetable van at Dynes Parade.
 - (iii) The Clerk reported that due to a fire in the men's public convenience, this facility would be closed for a short period to enable S.D.C. to carry out repairs and cleaning. Members noted that this matter had been reported to P.C. Jackie Allen.

Mr Dawes left the Meeting briefly

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

There were no Members of the Public present.

11. **INFORMATION REPORT**

Members received the Information Report, circulated with the Agenda.

Mrs Cole asked that future London Green Belt Council information be passed to the Planning Committee.

12. **ACCOUNTS FOR PAYMENT**

The Council approved:

- (a) Accounts already settled on 15.10.03 voucher nos. 196 – 207
- (b) Accounts paid, voucher nos. 211 – 213 and 220 – 231
- (c) To note receipts, voucher nos. 208 – 210, 214 – 219

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

Mr Buttifant presented Bob Dawes and Alan Waters with Certificates (Silver Grade) to mark the successful completion over two days of the Tunbridge Wells Circular Challenge 27.5 miles. Members showed their appreciation of this feat.

Mr Davies took the opportunity of congratulating Mr Buttifant on having completed a sixty mile walk.

Mrs Drage thanked Members for the gifts and good wishes received by her. She said how much she valued the friendship shown to her both from the Council and others within the Village. In particular she thanked the Committee Chairmen with whom she had enjoyed working and also Mr Croughton for his support and encouragement. In his absence Mrs Drage extended special thanks to Mr Andrews for whom she had the highest regard.

Mr Buttifant reminded Members that the Senior Citizens Christmas Dinner hosted by Kemsing Primary School would be held on 6 December and an invitation had been extended to the Council to take tea about at 3.00 p.m.

Matters to be raised in the future:

Asset Register – January 2004 (PB)

"Country Eye" – January 2004

Closed Circuit Television – January 2004

The Kemsing Logo – January 2004 (RD)

Attendance by S.D.C. Highway Manager re West End (?)

Six month Review of Public Information on the Work of the Council – April 2004 (AW)

"Kent Village of the Year" Competition – February 2004 (AD)

14. **DATES OF MEETINGS**

24 November Planning (Parish Office)

2 December Finance (Tuesday)

8 December Planning

10 December Finance (Wednesday)

22 December Planning

5 January Planning

7 January Downland Management

14 January Highways

19 January Planning

21 January PARISH COUNCIL

The main part of the Meeting Closed at 9.42 p.m. and was followed by the Closed Session.

Linda Drage
Parish Clerk

Copy: Mrs S Palmer, Deputy Clerk

/lmd
27.11.03

