

## KEMSING PARISH COUNCIL

Clerk's Office, St. Edith Hall

Kemsing

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**Minutes of a Meeting of the Parish Council  
held in the Small Hall, St Edith Hall, Kemsing  
on Wednesday 20 November 2002 at 8.00 p.m.**

- PRESENT: Mr A C Andrews (in the Chair)  
Messrs J B Allen, D V Bennett, B D Buttifant, G R Croughton,  
A M Davies, R J Dawes, J S Downey, P M H Kendall, A V Waters,  
Mrs M R Cole
- IN ATTENDANCE: Mrs J Course, District Councillor  
Mrs L M Drage, Parish Clerk
- APOLOGIES: Mrs P J Westaway

### **Declarations of Interest in the Register**

No new Declarations were made

#### 1. **MINUTES**

The Minutes of the Meeting held on 16 October 2002, reference KPC/10/02, having been circulated previously, were approved and signed subject to amendment.

In addition, Members were asked to note that the Minutes of the Meeting held on Wednesday 18 September 2002 should record that Mrs J Course was present at the Meeting.

#### 2. **MATTERS ARISING FROM THE MINUTES**

- (a) Staffing Arrangements/Local Government Pension Scheme (Minute 2(a))  
The "Contract of Employment & Statement of Particulars of Employment" for both the Clerk and Deputy Clerk had been accepted and signed by them. Two signed copies of each document were signed and dated by Mr Andrews on behalf of the Parish Council. It was noted that one copy of each Staff Contract would be held in the Parish Office and the other retained by the Employee.

The Clerk confirmed that the invoice for £270 in final settlement of Superannuation Contributions, from Kent County Council (K.C.C.) reported as being received in the October Meeting Minutes, was paid on the 16 October 2002.

Mr Davies asked whether the K.A.P.C. Parish News item on 'additions for permanent staff' would apply to the Parish Office and the Clerk offered to clarify this point again with K.A.P.C.

The Chairman advised the Meeting that Agenda items remaining for discussion were confirmation of the appointment of the Clerk, which is subject to satisfactory completion of a probationary period of six months from the date of commencement of employment (15.4.02), and, a review of Parish Office Salaries.

Mr Andrews proposed that as these matters were of a confidential nature, under the Public Bodies (Admission to Meetings) Act 1960, they would be discussed in a Closed Session at the end of the Meeting.

- (b) The St Edith Hall Lease with The St Edith Club (Minute 2(b))  
The Clerk had received a response to a letter sent on 4 November 2002 to Sevenoaks District Council (S.D.C.) Legal Department and a copy was circulated to the Meeting.

It was agreed that the Committee appointed to deal with this matter would consider S.D.C.'s response in depth and would make an approach to the Charity Commission.

Mr Andrews observed that it appeared letters of a legal nature had been sent by the Hall Management Committee some thirty-two years ago, without due consideration to legal implications.

Members noted that the hourly charge for legal work, previously indicated to the Parish Council, would not now apply.

- (c) Fingerpost, Dynes Crossroads (Minute 2(c))  
The Clerk had sourced a signwriter for S.D.C. to enable this matter to be completed and had arranged to meet with the Highways Manager at S.D.C. the following day. The Clerk was able to report that the guard rail had been reinstated together with three verge markers.
- (d) Old Childsbridge Lane (Minute 2(d))  
The Clerk was pleased to report that the gate had been reinstated by Mouchel Consulting Ltd and that spare keys for the padlock were kept in the Parish Office.
- (e) Office Lighting (Minute 2(e))  
The Clerk was finally notified of the new lux levels on 31 October 2002. The Deputy Clerk and Clerk felt the light levels were acceptable and accordingly the invoice for £231.91 + V.A.T. (as advised at the September 2002 Meeting), was scheduled for payment at the Meeting.
- (f) Visit by the Chairman of S.D.C. Councillor Ron Bailey (Minute 2(f))  
The Clerk had circulated a brief Report dated 12.11.02 to Members and enclosed a copy of a letter of thanks from Mr Nigel Howells, Chief Executive of S.D.C. together with a list of notes taken by S.D.C. during their visit.

A letter of thanks had been sent by the Clerk to Otford Parish Council and verbal thanks extended to Mrs Montague who provided afternoon tea.

Mr Andrews extended thanks to the Clerk and Deputy Clerk for their help in organising this event.

A copy of the October issue of the Otford Parish Council newsletter, obtained by the Clerk during the visit to Otford, had been circulated for the interest of Members. Mr Bennett expressed concern about an item in the newsletter under the heading "Train Noise" which referred to a proposal to close the pedestrian crossing. Mr Buttifant felt the crossing was an important link with the footpaths system. Members agreed that the Clerk should write to Railtrack expressing grave concern that consideration is being given to this matter and that it is likely Kemsing will oppose such a move. The Clerk was asked to send a copy of the letter to the person dealing with the matter on behalf of Otford Parish Council.

- (g) Parish Office Storage Systems (Minute 2(g))  
The Clerk confirmed that an order had been placed for one filing cabinet at a cost of £79.06 to be delivered within the next three weeks - the cabinet to be stored in

the corner of the Small Hall for up to one month whilst the Office filing system is updated.

- (h) Scout Hut (Minute 5(h))  
Mr Davies advised Members that a parent had come forward who would be prepared to help with maintenance work on the hut and that a working party had been planned for the coming weekend. Mr Davies advised that a grant application had been submitted to S.D.C. in an effort to secure funding for the roof work.
- (i) Parish Newsletter (Minute 2(j))  
The Clerk reported that the Deputy Clerk was progressing the preparation of the Newsletter and hoped to contact Mr Croughton shortly with regard to editing.
- (j) Parish Transport Grants/Need for an Evening Bus Service (Meeting 18.9.02 Minute 5(d)(i))  
Mr Croughton advised Members that he wrote to the Kent Rural Community Council on 1 October 2002 requesting a meeting of interested parties and although he had spoken with the Rural Transport Partnership Officer it was hoped that a meeting could be arranged.
- (k) Kemsing Lawn Tennis Club (Minute 4)  
Mr Andrews advised that the Deputy Clerk, Mrs Palmer, was in receipt of the application form from S.D.C. and had suggested that the Tennis Club should complete the form. Mr Davies asked that a copy of Mrs Palmer's note circulated to the Members, should be forwarded to the Club so that it was in possession of all the information and advice received.

Mr Allen reported that there was little or no association between Kemsing Primary School and the Lawn Tennis Club. Mr Dawes felt that perhaps when initial contacts were made between the two parties two or three years ago, there was little follow-up on both sides and so little had developed on the coaching front. Mr Allen offered to arrange for the Tennis Club to visit the School and talk about the benefits of coaching. Mr Dawes agreed to ask Mr Ian Fraser to contact Mr Allen.

Mrs Course informed the Meeting that there had been a successful link-up between the Club and Sevenoaks Sports Council for tennis coaching.

- (l) Post Office at St Edith Road (Minute 5(f)(iii))  
The Members considered the idea put forward at the October Meeting, of writing to all traders in the Village advising them that any proposals they had would be looked at by the Parish Council.

Mr Allen felt that all Members would support traders in any way they could, to bring plans to fruition, although it would be wrong to raise false hopes.

Mrs Cole proposed and Mr Bennett seconded:

*That the Parish Council should not circulate a letter*

*CARRIED unanimously*

The Clerk had informed Members about support from the Parish Office being given to St Edith Post Office following the incident in September 2002. Mr Davies and Mr Andrews welcomed the efforts made by the Clerk in this regard.

A copy of a Note received 4.11.02 from Mrs Joyce Course, District Councillor, on Crime and Vandalism and suggesting the use of CCTV cameras in Kemsing, had previously been circulated to Members for consideration and this was discussed.

Members discussed the use of CCTV cameras in Seal where the security system covered the recreation ground and pavilion only, not the traders and businesses in the centre of the village. Mrs Course advised that the system had cost £18,000 to install and carried an annual maintenance figure of £900.00.

Mr Dawes recalled that a figure of £8,000 had been quoted for the car park area approximately two years ago. Mr Kendall advised that he had published a Report on CCTV at the time.

There was a great deal of discussion about the possible use of CCTV in Kemsing and it was felt that to be of real benefit a system would have to be installed throughout the Village, covering all areas. Concerns were expressed about the need for monitoring and also the lack of street lighting, a subject which Mr Andrews reported as having been discussed many times and, when put to the Village, had received little support.

In general it was felt that householders, traders and businesses were responsible for their own security and the use of CCTV tended to move problems elsewhere.

Mr Allen expressed disquiet at the reference made by Mrs. Course in her report to rising vandalism and stated that he was not aware of an increase in crime in the area.

It was noted that Members decided not to progress on the matter of CCTV cameras.

The Members felt that the new initiative called Kemsing Connect, started by PC Jackie Allen and encouraging shops and businesses along Dynes Parade, West End and the High Street, to work together to combat crime, deserved the full support of Kemsing traders. The Council gave the scheme their full backing.

(m) Christmas Lights (Minute 9(a))

The Clerk advised that Security and Electrical Installations had quoted £50.00 to put the lights up during the first week of December 2002, and £50.00 to remove during the second week of January 2003. (Note: £85.00 total + V.A.T. charged for 2001.)

The Contractor had advised that the lights should be adequate this year but may require replacement for Christmas 2003. The Clerk had asked for a Condition Report in the New Year.

Mr & Mrs Wakefield at Dynes Newsagents had kindly agreed to supply power for the lights at Dynes Parade. Mr Brian Prosser of The Bell at Kemsing had kindly agreed to supply power for the lights in the Well Area. The Clerk advised that the sum of £20.00 each was paid for this good service last year.

The Chairman proposed:

*That the Council approve the additional expenditure of £20.00 against the present budget of £120.00 total for Christmas Lights, and from which the sum of £20.00 each be paid to Mr & Mrs Wakefield and Mr Prosser for the supply of power.*

*CARRIED unanimously*

3. **BUSINESS REQUIRED BY STATUTE**

- (a) Annual Audit for the Year Ending 31 March 2002.

The Clerk had circulated copy documentation to Members prior to the Meeting.

The Chairman proposed:

*That the Council approve the Statement of Assurance contained within the Annual Return.*

*CARRIED unanimously*

- (b) The Freedom of Information Act 2000

The Clerk had circulated a Report dated 14.11.02 to Members concerning the need to produce a Model Publication Scheme (effectively a guide to the information held by the Council which is publicly available). It was noted that the Council was under a duty to adopt a Publication Scheme by 28 February 2003 and to submit a Scheme to the Information Commissioner for approval before 31 December 2002.

The Chairman proposed:

*That the Council approve the Model Publication Scheme (Core Classes Only) for submission to the Information Commissioner*

*CARRIED unanimously*

4. **CIRCULATION OF COPIES OF PARISH COUNCIL AGENDA & MINUTES**

At the May Meeting of the Parish Council, Members had agreed to circulate an amended and shortened Meeting Agenda to those on the mailing list (except Parish Council Members, District & County Councillors and copies posted on the main notice board and at the Library). It had been agreed to hold the existing charges of £6.50 by post and £2.50 by collection, and to review the matter in six months.

The Clerk had invited comments from the seven householders who paid to receive the agendas and minutes.

The Clerk confirmed that a full agenda was posted on the Hall Noticeboard and at the Library before each Meeting and a copy of minutes directly after the following meeting at which approval was given. The Clerk also confirmed that all Committee agendas and minutes were posted at these two locations.

The Chairman proposed:

*That the present arrangement should continue*

*CARRIED unanimously*

5. **KEMSING HERITAGE CENTRE**

Messrs Buttifant, Davies and Waters declared an interest and did not take part in this item.

Minutes of the Management Committee Meeting held on 1 October 2002 had been referred to in the Information Report and laid on the Table at the Parish Council Meeting on 16 October 2002. Subsequently a copy of the Minutes had been circulated to Members.

*RESOLVED to receive the Kemsing Heritage Centre Management Committee Minutes*

A request dated 4.11.02, copy previously circulated had been received from the Treasurer, Mr Don Eley, seeking funding of £250.00 against the purchase of signs for the Heritage Centre arranged earlier in the year by Mr Buttifant, on behalf of the Centre. Mr Eley referred to Minutes of the Finance Committee held on 5.12.01, (Minute 5c) which state "... the Heritage Centre had re-located to the Youth Hostel and would therefore require signs to indicate its presence and location. The Parish Council had been asked to donate £300 towards the cost of the signage. This would pay for three boards. This could be funded as a Parish Project."

Mr Allen, Finance Chairman, had therefore asked that this matter be put before the Council. Mr Allen confirmed that there was sufficient monies available in the Budget. The Clerk advised that this money would be offset by payment of the invoice for signs by the Council at the Meeting, made on behalf of the Kemsing Heritage Centre.

The Chairman proposed:

*That the Kemsing Heritage Centre be granted the sum of £250.00 against the cost of signage.*

*CARRIED – 7 in favour, 1 against*

**6. KEMSING JOINT ARCHIVES PROJECT GROUP**

A communication dated 20.10.02 requesting funding of £100.00 for the year 1.4.03-31.3.04 had been received from the Project Group and had been circulated to Members. The Clerk advised that a further letter had been received informing the Parish Council that the Historical & Arts Society had agreed a grant of £50.00 subject to an annual appraisal.

Mr Kendall asked about the work that the Project Group was undertaking and Mr Bennett advised that their main task was to copy photographs for viewing in Kemsing Library.

Members agreed that the Group should be asked to submit a report on how the previous grant monies had been expended and their proposals for expenditure of the current grant application, to the Finance Committee which had previously agreed to consider the funding request at the December Finance Committee meetings.

**7. KENT POLICE AUTHORITY CONSULTATION**

The Clerk had circulated, under cover of a Memorandum 13.11.02, a copy of documentation received from the Authority seeking the views of the Council on policing priorities and police council tax.

Doubts were raised about the effectiveness and purpose of the consultation process, and concerns raised about the difficulties in reporting the opinion of each Member to each question. It was agreed that it would be preferable for Members to submit an individual response. Mr Davies offered to liaise with PC Jackie Allen and to submit a response on behalf of the Chairman and Vice-Chairman. Members were invited to add their comments, if they so wished.

**8. REQUEST FOR A GRANT FROM THE OPEN DOOR**

Messrs Croughton and Waters declared an interest in this matter and did not take part in the voting.

A letter dated 21.10.02, previously circulated, had been received from the Open Door Committee seeking a grant in 2003 to assist the organisation in financing one of their 'outings'.

Members decided that the request for funding for the period 2003/2004 should be passed to the Finance Committee for consideration.

9. **REQUEST FOR A DONATION FROM KEMSING PRIMARY SCHOOL**

Mr Allen declared an interest. Although he gave factual information to the Members he did not take part in the voting. Mr Waters declared an interest and did not take part in the voting.

A letter dated 20.10.02, previously circulated, had been received from the School asking the Council to consider a donation to help the School hold a Christmas Dinner, with entertainment provided by the pupils, for the Evergreens and other elderly Kemsing villagers.

Mr Allen advised that eighty-two elderly residents had received an invitation from the School and the occasion would involve children from Year 6.

Mr Croughton thought it was a splendid idea, linking young and old in the spirit of Christmas.

Mr Croughton proposed and Mrs Cole seconded:

*That the Council approve a grant of £200.00 towards the cost of the proposed Christmas Dinner*

*CARRIED – 9 in favour*

10. **REQUEST FOR FUNDING FROM THE NOAH'S ARK RESIDENTS ASSOCIATION**

A letter dated 4.11.02, already circulated, had been received from the Association asking the Council to consider a grant of £37.50 to cover the Association's expenses in setting up their neighbourhood watch scheme.

Mrs Cole reported that she had advised payment of the St Edith Hall invoice but had suggested an approach to the Parish Council for reimbursement, if that was what the Association wanted to do.

There was some discussion about how much support had been given to other Neighbourhood Watch start-ups and schemes and it was agreed that such schemes are to the benefit of the Village and should be judged on merit.

The Chairman proposed:

*That the sum of £37.50 be paid but that the Clerk should send an accompanying letter to advise that it was not Parish Council policy to pay such costs but due to a possible misunderstanding, the sum of £37.50 would be paid on this occasion. The Clerk would be asked to point out that the policy of the Council is to consider assistance with signage.*

*CARRIED – 9 in favour, 2 against*

11. **COMMITTEE & OFFICER REPORTS**

(a) **Planning Committee**

The Council was asked to approve the Minutes of the Meeting held on 14 October 2002, ref. P/20/2002 (already circulated), Minutes of the Meeting held on 28 October 2002, ref. P/21/2002 (already circulated) and Minutes of the Meeting held on 11 November 2002, ref. P/22/2002 (already circulated).

The Council approved the Minutes for the Meetings on 14 and 28 October 2002. The Council approved the Minutes of the Meeting held on 11 November subject to the Deputy Clerk being asked to check and amend if necessary, the spelling of "Clerks" under Item 3(b).

(b) Highways

The Council was asked to approve the Minutes of the Meeting held on 23 October 2002, ref. H/07/02 (already circulated).

Mr Waters advised the Meeting of the budget restrictions put in place by S.D.C. Highways Unit. Mrs Course and the Clerk updated the Meeting on the situation regarding drainage problems at The Landway and West End.

The Council approved the Minutes of the Meeting held on 23 October 2002.

(c) Emergency Services

The Council was asked to approve the Minutes of the Meeting held on 6 November 2002, ref. ES/5/02 (already circulated).

Both Mr Kendall and Mr Davies expressed grave concerns about the present inability of S.D.C. to operate alongside Kemsing Emergency Services' radio system. Mrs Course offered to liaise with Mr Kendall and take up this matter with S.D.C.

Mr Bennett asked if the Parish Office telephone line had a priority status in the event of an emergency. Mr Kendall advised it was understood that both the Parish Office and his own home telephone line, as Chairman of the Emergency Services Committee, had priority status, but would ask the Clerk to verify this.

The Council approved the Minutes of the Meeting held on 6 November 2002.

(d) Recreation Grounds

The Council was asked to approve the Minutes of the Meeting held on 13 November 2002, ref. RG/05/2002 (already circulated).

Mr Bennett asked whether it would be helpful for more information to be put on the Closure Notice to be used in the event of the temporary closure of a play area.

Mr Andrews said that the wording agreed by the Recreation Grounds Committee would be used but advised Mr Bennett that the matter would be reviewed.

Mr Kendall asked for confirmation that further monies were not being budgeted for against the Safety Surfacing programme. Mr Andrews confirmed this was correct.

The Council approved the Minutes of the Meeting held on 13 November 2002.

(e) Any other Reports by Officers

(i) Mr Bennett advised the Members that with regard to Yalepalm, a response had been received from The Crown Estate to the effect that it is prepared to transfer all the land remaining in the title, provided it remains to be used as amenity land, at a transfer of £1000 plus legal fees estimated at £500. Mr Kendall agreed it was very good news as long as there was 'good title'.

Mr Downey felt consideration should be given to using Knocker & Foskett rather than S.D.C. Legal Department. He expressed concern about redress. The Clerk was asked by members to clarify whether S.D.C. Legal Department worked within the same Law Society remit as law practices and whether they worked on behalf of S.D.C. Mr Bennett felt the cost of using other legal advice would be quite high and felt sure S.D.C. would have a duty of care.

- (ii) Mr Buttifant expressed concern about the poor condition of the exterior of Kemsing Library. The Clerk was asked to write to Kent County Council seeking an assurance on what the Library Service proposed to do about the deterioration to the building exterior and an idea of timescale. Mr Andrews offered to take a digital picture of the exterior and download the information to the Clerk to accompany the letter.
- (iii) Mr Andrews briefed the Members in some detail about the Rural Housing Working Group Seminar held on 7 November 2002 and attended by him, together with Mr Dawes and Mr Waters. The seminar had covered rural and affordable housing.

Mr Andrews asked that the matter be discussed in full at the January 2003 Council Meeting. Mr Davies asked for a Paper detailing all the information available to be issued by Mr Andrews prior to the Meeting.

Members were advised that West Kent Housing Association had acknowledged an error in interpreting their policy. Mrs Course advised that she had requested a letter from West Kent Housing to clarify the matter. Mr Waters will submit a piece about West Kent Housing's policy to the Deputy Clerk for inclusion in the Newsletter.

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

No Members of the Public were present.

## 13. **INFORMATION REPORT**

The Council received the Information Report and Appendix.

- (i) It was noted that although the Members wished to discuss further the resignation of Dr Penney, the Meeting was unable to lawfully decide on this matter as it was not specified on the Agenda. The Clerk will place this on the Agenda for the Council Meeting to be held on 15 January 2003.
- (ii) Mr Allen Bryant  
Mr Andrews regretted that he would be unable to attend the Thanksgiving Service to be held at 11.00 a.m. at St Mary's Church on Friday 22 November 2002, and asked that as many Council Members as possible attend the Service.

Mrs Cole suggested that the matter of a memorial be considered by the Parish Council in the future giving other organisations time to consider their own proposals.

## 14. **ACCOUNTS FOR PAYMENT**

The Council approved:

- (a) Accounts already settled on 16.10.02, voucher nos. 228 - 237
- (b) Accounts awaiting payment, voucher nos. 240 - 246
- (c) To note receipts, voucher nos. 238 - 239

Mrs Cole advised Members that St Edith Hall Management Committee would be reimbursing the payment made to Seeboard Contracting Services, less £26.50 for the testing of electrical equipment within the Parish Office.

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

Mr Waters asked that the Working Party, consisting of Messrs Bennett, Buttifant, Davies, Kendall and Waters, formed in November 2001 but yet to meet, should convene to look at the question of extending St Edith Hall to accommodate the Heritage Centre and an enlarged Parish Office. Members agreed to look at this matter in the New Year.

Mr Andrews reported that Mrs Course had advised him that she would be hosting an Indian buffet on Saturday 31 May 2003 and a Quiz in aid of Hospice in the Weald on Friday 4 July 2003.

Mr Dawes reported that the Kemsing Jubilee Bonfire had been included in a nationwide brochure released by Buckingham Palace.

Matters to be raised in the future:

Kemsing Web Site – January 2003  
 Affordable Housing – January 2003  
 Members to Consider Co-opting a Replacement for Dr J Penney – January 2003  
 Memorial to Allen Bryant – January 2003  
 Proposal for St Edith Hall – February 2003  
 Hospice Tree of Lights Event – June 2003

16. **DATES OF MEETINGS**

25 November	Planning
4 December	Finance
9 December	Planning
11 December	Finance
23 December	Planning
6 January 2003	Planning
8 January	Downland Management
<b>15 January</b>	<b>PARISH COUNCIL</b>

Mr Andrews took the opportunity of reminding Members that there would be no Meeting in December, and extended Christmas greetings to those present.

The Chairman proposed:

*That all Press and Public be excluded from the Meeting for the next session of the Council.*

*CARRIED unanimously*

The Parish Clerk left the Meeting at 10.26 p.m.

Members reconvened for a Closed Session. Minutes of this Session are recorded separately.

Linda Drage  
 Parish Clerk

/lmd  
 22.11.02

