

**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 16 October 2002 at 8.00 p.m.**

PRESENT: Mr A C Andrews (in the Chair)  
Messrs J B Allen, D V Bennett, B D Buttifant,  
A Davies, P M H Kendall, A V Waters, Dr J Penney,  
Mrs M R Cole, Mrs P J Westaway

IN ATTENDANCE: Mrs S Palmer, Deputy Clerk

APOLOGIES: Messrs J S Downey, R J Dawes, G R Croughton  
DC Mrs J Course

**Declarations of Interest in the Register**

No new Declarations were made.

**1. MINUTES**

The Minutes of the Meeting held on 18 September 2002, reference KPC/09/02, having been circulated previously, were approved and signed.

The Minutes of the Closed Meeting held on 14 August 2002 were approved and signed.

The Chairman took the opportunity at this point in the proceedings to present Dr J Penney with two pictures, mounted together, to mark his retirement. As a former Chairman of the Environment Committee, and Vice-Chairman of the Downland Management Committee, Dr Penney played a large part in the setting up of the management of Green Hill and looking after the North Downs. As such, it was felt a fitting tribute to his efforts would be two views of the North Downs, one of the eastern path of the Leisure Plot Field looking towards Green Hill and the other a general view of Haffenden and the Nature Reserve.

**2. MATTERS ARISING FROM THE MINUTES**

- (a) Staffing Arrangements/Local Government Pension Scheme (Minute 2(a))  
The staff Contracts of Employment are being finalised and will shortly be signed by Mr Andrews on behalf of the Parish Council. It is anticipated that this will be accomplished prior to the November 2002 Parish Council Meeting.

An invoice has been received from KCC for £270 in final settlement of superannuation contributions.

Following the Parish Council Meeting on 20 November 2002 there will be a closed meeting to discuss the remuneration of the Clerk and Deputy Clerk. Guidelines from the Kent Association of Parish Councils have been circulated to Council members as part of the Parish News section of the Information Sheet, and this should be brought to the closed meeting.

(b) The St Edith Hall Lease with The St Edith Club (Minute 2(c))

Mr Andrews gave a brief report to the Council on the history of dealings regarding the lease between The St Edith Club and The St Edith Hall Management Committee.

The St Edith Club currently pay £300 p.a. inclusive of repairs to the structure of the building, for the exclusive use of the old part of St Edith Hall. This amount is not sufficient to meet expenses nor is it equitable to other rentals of the Hall. The St Edith Club were advised of this and expressed their resistance to a rent rise but did offer £350 p.a. which The St Edith Hall Management Committee felt was unacceptable.

The Chairman advised that the Parish Council own the complex and the Parish Councillors are Trustees of the Trust. As such, the Parish Council should take over from the St Edith Hall Management Committee in trying to resolve this issue and legal advice should be sought.

*Mrs Cole proposed and Mr Bennett seconded:  
That the Council authorises the facility of a District Council solicitor to look at the relative documents and that the Parish Council undertakes to spend up to £200.*

*CARRIED unanimously (Mr Buttifant declared an interest and did not vote).*

Mr Bennett pointed out that the Council were too large a body to deal with such a complex matter and that an organising group should be set up who could also prepare all the papers prior to presentation to a solicitor to reduce costs.

*The Chairman proposed, from the Chair, that a committee be set up to oversee all the leases and lettings with regard to St Edith Club.*

*CARRIED unanimously (Mr Buttifant declared an interest and did not vote).*

Mrs Cole, Mr Bennett, Mr Kendall, Mr Davies and Mr Andrews would comprise the organising group.

(c) Fingerpost, Dynes Crossroads (Minute 2(d))

As reported at the September meeting this matter is progressing.

- (d) Old Childsbridge Lane (Minute 2(e))  
The Deputy Clerk reported to the meeting that two acts of vandalism had occurred since the new gate was installed by Mouchel. The Deputy Clerk will write to Mouchel requesting that they re-hang the gate in a more secure manner. In the meantime the gate is being retained by a neighbour. The Clerk has undertaken to monitor future activities.
- (e) Office Lighting (Minute 2(f))  
Although the lux levels appear to have been checked, the levels have not been reported to the Clerk. In the meantime, the invoice remains unpaid.
- (f) Visit by the Chairman of SDC Councillor Ron Bailey (Minute 2(g))  
The Chairman updated the Council on the arrangements for this visit. The itinerary for the tour was outlined and it was agreed that Mr Bailey be given appropriate booklets about Kemsing as a gift to remind him of his visit.
- (g) Parish Office Storage Systems (Minute 2(h))  
Final decisions on the new storage equipment required will be carried forward until the Clerk's return from holiday.  
The wash basin in the storage cupboard has now been removed which may provide space to house one of the filing cabinets.
- (h) Scout Hut (Minute 2(i))  
This was discussed and recorded at the Recreation Grounds meeting. The Scout Group will report back to the Recreation Grounds Committee.
- (i) Information Report (Minute 2(k))  
The following have been voted to act as Committee Chairman and Officer of the Council – Mr Dawes (Planning), Mr Buttifant (Highways) and Mr Andrews (Recreation Grounds).
- (j) Parish Newsletter (September Information Report Item 22)  
The Council discussed the various quotations put before them. Kall Kwik was dismissed as being too expensive. Mr J Clark and Highland were quoting similar figures.

*It was proposed, from the Chair, that the Clerk and Deputy Clerk decide which publisher to use.*

*CARRIED – 7 in favour, 2 abstentions.*

Various members commented on the style of past Newsletters. The Clerks will try out alternatives.

### 3. **BUSINESS REQUIRED BY STATUTE**

- (a) Annual Audit for the Year Ending 31 March 2002  
Mr Allen has signed the annual audit return in his role as Internal Auditor and the document was returned at the Finance Meeting on 2 October to the Clerk for completion and submission as soon as possible.

- (b) Freedom of Information Act 2000  
The Clerk will submit a proposal to the members at the November meeting.

4. **KEMSING LAWN TENNIS CLUB**

The Chairman reported that Kemsing Lawn Tennis Club had been let down at the last minute by the Lawn Tennis Association in their bid to obtain a grant for the building of a new pavilion.

Sevenoaks District Council had been made aware of this and had indicated that they were prepared to grant aid this scheme through a Community Development Grant but that it must be applied for through the Parish Council and Mr Andrews was now being asked to make a formal application.

*Mr Davies proposed and Mr Waters seconded:  
That the Parish Council supports this application.*

*CARRIED 6 in favour, 3 against.*

The Deputy Clerk will write a covering letter to Sevenoaks District Council supporting this application and provide them with all necessary paperwork to enable them to process this scheme.

It was pointed out during discussion that this tennis club was deemed a centre of excellence and Mr Allen was asked, in his position as Chairman of Governors, what the association was between the Kemsing Lawn Tennis Club and Kemsing Primary School. Mr Allen offered to report back to the Council.

5. **COMMITTEE & OFFICER REPORTS**

- (a) Planning Committee  
The Council was asked to approve the Minutes of the Meeting held on 16 September 2002, ref. P/18/2002 and Minutes of the Meeting held on 30 September 2002, ref. P/19/2002 (already circulated).

Minutes of the Meeting held on Monday 14 October will be put to the Council for approval at the November 2002 Meeting.

The Council approved the Minutes for the Meetings on 16 and 30 September 2002.

- (b) Recreation Grounds Committee  
The Council was asked to approve the Minutes of the meeting held on 23 September 2002, ref.RG/04/2002 (already circulated).

The Council were asked to note that Mr A Waters was present at the meeting.

Mr Bennett questioned the necessity of obtaining the freehold of the Barnfield Crescent/Collet Road grassed area when the Parish Council already hold a 999 year lease.

Mr Andrews pointed out that by holding the freehold the Parish Council will not have to obtain agreement for any work to be carried out at the site, and if it is too expensive to obtain the freehold, the Parish Council can leave matters as they stand.

Mr Andrews proposed from the Chair that the Parish Council take the freehold if it is offered at a reasonable cost

CARRIED unanimously.

The Council approved the Minutes for the Meeting on 23 September 2002.

(c) Highways Committee

The Council was asked to approve the Minutes of the meeting held on 26 September 2002, ref. H/05/2002 (already circulated).

A discussion arose regarding the state of the road at Pilgrims Way Cottages. Mr Buttifant assured the Council all avenues were being pursued and Sevenoaks District Council had carried out a safety audit, the results of which were awaited.

The Council approved the Minutes for the Meeting on 26 September 2002.

(d) Finance Committee

The Council was asked to approve the Minutes of the meeting held on 2 October 2002, ref. F/90/02 (already circulated).

Mr Allen reported that copies of the Kemsing 2000 publication had been shown to the Headteacher, Deputy Headteacher and Geography Coordinator at Kemsing Primary School. They had expressed a great interest in this material stating that it would help in IT work, geography, databases and the manipulation of data. The Headteacher asked if the school could have two class sets (60 copies).

The Council agreed unanimously to donate 60 copies of the Kemsing 2000 booklet to Kemsing Primary School.

The question of whether the school should be offered copies of the Kemsing Down Nature Reserve arose. The Council agreed that Mr Andrews would write to the school suggesting one copy per family be offered. This will be progressed when the Clerk returns from holiday.

The Council approved the Minutes for the Meeting on 2 October 2002.

(e) Downland Management

The Council is asked to approve the Minutes of the meeting held on 9 October 2002, ref DM/9/02 (already circulated).

The Council were asked to decide if they wished to further discussions with the Crown Estate regarding the purchase of the Leisure Plots - former Yalepalm Land. The Council agreed to discuss this as a separate item later in the meeting.

Mr Bennett advised that work on the War Memorial and necessary Tree Work alongside the Pilgrims Way at the bottom of Green Hill may result in a budgetary overspend.

Mr Andrews proposed from the Chair that the work be done and if necessary, £500 can be used from another budget to fund this.

CARRIED – unanimously.

The Council approved the Minutes for the Meeting on 9 October 2002 excluding Minute 6, which is dealt with under Item 5(f)(i) below.

(f) Any other Reports by Officers.

(i) Leisure Plots

Mr Bennett proposed that the Council be asked to confirm in principle that it intended to purchase this land formally belonging to Yalepalm Limited subject to:

- (a) It could be purchased at the price recommended by the District Valuer
- (b) The Council is legally advised that it would be getting good title.

The cost of the site, legal costs and any initial work put into the site to bring it to a safe condition would be treated as capital/reserve fund costs.

CARRIED unanimously.

The Clerk would now be asked to start negotiations with Crown Estates.

(ii) Dynes Road Parade

Mrs Westaway advised that litter was a problem in this area and asked if more attention could be paid to this area.

It was agreed that the Village Tidyness Officer would be asked to monitor this part of the village.

(iii) Post Office at St Edith Road

Mr Davies expressed his concern over the recent events at the Post Office and asked if the Council could assist in any way.

Following discussions it was agreed that this item would be raised at the November meeting. Councillors were asked to reflect on whether they supported the idea of writing to all traders in the village advising them that any proposals they had would be looked at by the Parish Council.

Specific concerns regarding the future and security of the Post Office would be addressed following the outcome of meetings between Consignia and Mr & Mrs Elliot. Any measures that can be taken by the Parish Council to assist will be reviewed as issues arise.

(iv) Mark Collet Pavilion

Mr Waters reported an anticipated surplus of income in the financial year to 31 July, although the accounts have yet to be audited, which will be a reversal of the previous year's results. The next accounting year will be to 31 March. It is hoped that any surplus can be allocated to improving the heating system.

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

No Members of the Public were present.

7. **INFORMATION REPORT**

The Information Report was received.

Mr Andrews was thanked for his letter to Mr & Mrs Elliot at the Post Office.

The Planning Committee were asked to look at the Seal Village Design Statement.

The results of the Young People's Survey carried out by the Project Worker will be assessed by the Recreation Grounds Committee.

8. **ACCOUNTS FOR PAYMENT**

The Council were asked to approve:

- (a) Accounts already settled on 18.9.02 voucher nos. 158 + 188 - 202
- (b) Accounts awaiting payment, voucher nos. 203 - 218
- (c) To note receipts, voucher nos. 219 - 227.

9. **ANY OTHER BUSINESS**

(a) Christmas Lights

It was agreed that the Bell Public House would be approached again for their consent to run the lights at The Well from their electricity supply. A new agreement needs to be sought from the Newsagents at Dynes Road which has changed ownership. The Clerk will progress. A test of the Dynes Road lights, located in the shed, and The Well lights will be carried out if practicable in order to ascertain whether or not they need to be replaced.

(b) Remembrance Day

The Chairman urged as many Councillors to attend the event as possible. If Councillors could stand within the area of the War Memorial for the wreath laying ceremony it would be appreciated.

10. **MATTERS TO BE RAISED AT THE NEXT MEETING & GOOD NEWS**  
To ask for any matter to be raised at the next Meeting, and to report any Good News.

Matters to be raised in the future:

Christmas Lights – November 2002

Circulation of Copies of Parish Council Agenda & Minutes - November 2002

Freedom of Information Act "Publication Scheme" – November 2002

Kemsing Web Site – January 2003

Hospice Tree of Lights Event – June/July 2003

11. **DATES OF MEETINGS**

23 October Highways

28 October Planning

5 November Churchyard Maintenance Committee (not open to the public)

6 November Emergency Services

11 November Planning

13 November Recreation Grounds

**20 November PARISH COUNCIL**

The meeting closed at 9.54 pm.

Sharon Palmer  
Deputy Parish Clerk