

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 18 September 2002 commencing at 8.10 p.m.

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

Mr J S Downey joined the Meeting after Item 2(a)

IN ATTENDANCE: Mrs L M Drage, Parish Clerk
Mrs J Course, District Councillor

APOLOGIES: Messrs B D Buttifant, A M Davies

Declarations of Interest in the Register

No new Declarations were made

1. **MINUTES**

The Minutes of the Meeting held on 14 August 2002, reference KPC/08/02, having been circulated previously, were approved and signed.

Minutes of the Closed Meeting held on 17 July 2002 were approved and signed.

2. **MATTERS ARISING FROM THE MINUTES**

(a) Staffing Arrangements/Local Government Pension Scheme (Minute 2(a))

Mr Andrews informed the Members that Draft Contracts of Employment had been given to the Clerk and Deputy Clerk for perusal. Mr Andrews advised the Meeting that when these are finalised, they would be signed by him on behalf of the Parish Council.

Mr Andrews advised that a response had been received from the Investment Section of Kent County Council (K.C.C.) to the effect that the fund with respect to the two former members of staff, was in surplus by £317.00 at the last valuation date. As at 17.9.02 the approximate notional share of assets consisting of £3,330.00, offset by

liabilities of £3,600.00 thereby reduced the surplus to a deficit of £270.00.

The Chairman proposed, from the Chair, that in order to bring the matter to a conclusion, the sum of £270.00 be paid by the Parish Council.

CARRIED unanimously

The Clerk was asked to write to K.C.C. and request an invoice in full and final settlement of Kemsing Parish Council's obligations.

It was agreed there were no further matters to discuss on this occasion. Salaries for the Clerk and Deputy Clerk would be discussed at the November 2002 Meeting.

Draft Minutes taken at the Closed Meeting of the Council on 14 August 2002, have been circulated independently of the Clerk's Office and will be put to the Members for approval at the October 2002 Meeting.

Under the Local Government Pension Scheme Regulations 1997 (amended), minutes of the Pension Forum held on 11 June 2002, had been received from K.C.C., and were laid on the Table.

- (b) Hospice in the Weald (Minute 2(b))
The Clerk had spoken with Otford Parish Council with reference to the Tree of Lights Event at Christmas. The feedback had been positive and the Clerk had written to the Hospice for more information. It had transpired however, that the Hospice had been in separate discussion with Rev. Nigel Ashworth, Vicar of Kemsing about siting a tree in the Church and it appeared that Rev. Ashworth would be unable to conduct a special Tree of Lights Service this year in any event, due to lack of time. It was felt therefore, that the matter should be considered in June next year in good time for Christmas 2003.

RESOLVED that the Clerk progress this matter next year.

- (c) The St Edith Hall Lease with The St Edith Club (Minute 2(c))
Mr Andrews advised the Members that the Trustees of The St Edith Club are expected to make an offer shortly.
- (d) Fingerpost, Dynes Crossroads (Minute 2(d))
The Clerk had agreed with Mr Mike Linfield, Sevenoaks District Council (S.D.C.) Highway Manager, that the mileage information previously requested would be sign written on the Fingers for all destinations shown. In the event that the Fingerpost will need to be replaced in the future, the additional information requested i.e. 'Village

Centre' and 'Sevenoaks' would be added. The Clerk also advised that the replacement of the guard rail is in hand and would be progressed along with the Fingerpost.

Mrs Cole asked for reflectors to be placed on the barrier and red cats eyes on the highway to signify danger. It was agreed that this would be referred to the Highways Committee.

(e) Old Childsbridge Lane (Minute 2(f))

The Clerk had met on site with Mr T Ham Sevenoaks District Council (S.D.C.) Highways Officer, and Mr John Stevens, a Senior Engineer with Mouchel Consulting Limited, working on behalf of the Department of Transport. It had been agreed that Mouchel would erect a substantial metal gate across the end of the lane just before the track runs off to the right parallel to the motorway. The gate would have a small access to the side to enable walkers and those with pushchairs/wheelchairs etc. to gain access to the track. Keys would be provided by the engineers to the fire brigade, police, Mouchel contractors, Thames Water and to S.D.C. and the Parish Council. The Clerk had offered to keep spare keys in the Parish Office and to act as a contact point. There would be no cost to the Council.

The Clerk had been advised by S.D.C. that it would not be possible to install a gate further back along Old Childsbridge Lane. This would necessitate a Highway Stopping Up Order from K.C.C. and for the small area that could be protected in this way (allowing for access to households), K.C.C. & S.D.C. would not be able to justify the costs involved.

The Clerk reported that it was felt by all parties that the actions taken above should deter flytipping and abandonment of vehicles along the track. The Clerk would undertake to monitor future activities in Old Childsbridge Lane.

(f) Office Lighting (Minute 2(h))

The Clerk informed the Members that a response was awaited from the electrical contractor to a request to check the final lighting levels to ensure that the new lux levels met recommended standards. The Clerk felt that possibly an increase to three or four tubes per position may be necessary to reach recommended light levels, although an opinion is awaited from the contractor. An invoice for £231.91 + V.A.T. had been received and the contractor had been advised that this would be passed for payment once the final lighting check had been made and the lighting levels were satisfactory.

- g) Visit by the Chairman of S.D.C. Councillor Ron Bailey (Minute 2(i))
As advised by the Clerk's Memo of 2 September 2002, Otford Parish Council are hosting a lunch for Councillor Ron Bailey and his party on Wednesday 23 October 2002.

Mr Andrews, Mr Croughton and Mr Waters agreed to make themselves available in the afternoon for the visit to Kemsing. Mr Dawes advised he would be away on 23 October. It was thought that Messrs Buttifant and Davies, absent from the Meeting, might also consider joining them as Parish Council representatives.

There was some discussion about the form the Parish Tour should take and it was generally agreed that this should show positive aspects of the work carried out by S.D.C. and the Parish. It was felt that the car park and tennis courts could be included on the Tour and that special emphasis should be made of the excellent work carried out on Green Hill by the Countryside Rangers. It was agreed that discussion would take place nearer the time concerning means of transport, refreshments etc.

- (h) Parish Office Storage Systems (Minute 9)
Mrs Cole advised Members on the outcome of the Hall Management Committee Meeting held on 17 September 2002. It had been agreed that one filing cabinet could be stored on a temporary basis, in the corner of the Small Hall, for up to one month only, whilst the Office filing system was updated.
- (i) Scout Hut (Minute 5(b))
A letter had been sent to the Scout Group on the 21 August 2002 and a response was awaited by the Clerk. Mr Andrews advised that the matter would be discussed further at the Recreation Grounds Committee Meeting on 23.9.02.
- (j) White car abandoned on the Pilgrims Way (Minute 5(c))
The Clerk had established that the car had indeed been hit by joyriders and pushed into one of the gardens. The car, owned by a Pilgrims Way householder, had been left on the highway without car tax. A 24hr. Removal of Vehicle for Destruction Notice had been placed on the vehicle by S.D.C. on 11.9.02 and the vehicle subsequently removed.
- (k) Information Report (Minute 7)
The Clerk had established that the following had been voted to act as Committee Chairperson & Officer of the Council – Mr Allen (Finance), Mr Bennett (Downland Management), Mr Kendall (Emergency Services). The Chair of the Planning, Highways and Recreation Grounds Committees would be thus voted at the next appropriate committee meeting.

- (1) Dr Penney (Minute 11)
Dr Penney advised the Members that although a final date for his move to Yorkshire was yet to be confirmed, his resignation from Kemsing Parish Council would take effect from 11 November 2002. Dr Penney hoped to be present at the next meeting of the Council on 16 October 2002.

Mr Andrews thanked Dr Penney for the service he had given to Kemsing as a Parish Councillor for nearly twelve years. Dr Penney was presented with a card signed by the Members and Clerks.

3. **BUSINESS REQUIRED BY STATUTE**

- (a) Annual Audit for the Year Ending 31 March 2002.
The Clerk reported that the Annual Return would be submitted shortly.
- (b) The Freedom of Information Act 2000
The Clerk had sourced information on a Model Publication Scheme and would submit a Scheme, which must be in place by February 2003, for consideration by the Council at a future Meeting.
- (c) Register of Electors
The attention of the Council was drawn to the letter from S.D.C. dated September 2002 headed "Register of Electors", and circulated by the Deputy Clerk to all Members.

Members were asked to note that recently passed amendment regulations introduced two separate versions of the register considerably tightening access to the full register and imposing restrictions as to its use and penalties for non-compliance. The full register would contain, as now, the names and addresses of everyone entitled to vote. An "edited" register, omitting the names and addresses of those who had opted not to have their details included in this version would be available for sale and used for any purpose.

Members had been circulated with copies of the letter from S.D.C. inviting all parish councillors to request a free copy of the register of electors. Under Regulation 103 of the Representation of The People (England and Wales) (Amendment) Regulations 2002, Members were asked to note that no person to whom this regulation applied, who had been supplied with a copy of the register may:

- (a) supply a copy of the full register to any person,
(b) disclose any information contained in it that is not contained in the edited register, or,
(c) make use of any such information

otherwise than for purposes in connection with the office by virtue of which he is entitled to the full register or for electoral purposes.

The Council acknowledged the general duty placed upon it by Regulation 103 of the Representation of The People (England and Wales) (Amendment) Regulations 2002.

4. **KEMSING HERITAGE CENTRE**

A circular had been received advising all organisations who supported the start-up of the K.H.C.M.C., of the proposed change to a new independent association. A copy of the Notice of the Inaugural Meeting and Agenda had been circulated to Members.

Mr Waters updated the Meeting on the proposed changes.

RESOLVED to receive the Kemsing Heritage Centre Management Committee Notice and Agenda.

5. **COMMITTEE & OFFICER REPORTS**

(a) Planning Committee

The Council was asked to approve the Minutes of the Meeting held on 19 August 2002, ref. P/16/2002 (already circulated), and Minutes of the Meeting held on 2 September 2002, ref. P/17/2002 (already circulated).

Minutes of the Meeting held on Monday 16 September 2002 would be put to the Council for approval at the October 2002 Meeting.

The Council approved the Minutes for the Meetings on 2 and 16 September 2002.

(b) Downland Management

The Council was asked to approve the Minutes of the Meeting held on 21 August 2002, ref. DM/8/02 (already circulated).

The Council approved the Committee's Recommendation that a maximum expenditure of £90.00 (based on £30.00/hour) should be earmarked for legal advice, on the matter of Yalepalm, from Sevenoaks District Council, if Mr Bennett, Mr Kendall and the Clerk deem it necessary.

The Council noted that the Topograph Insurance Premium of £12.67 (Voucher 143 14.8.02) had been re-coded from Cost Centre General Code no. 19 "Jubilee Topograph" to General Code no. 7 "Insurance".

Mr Andrews asked why sheep hurdles had been erected on Green Hill. Mr Bennett felt these could be a temporary measure used by Mr & Mrs Donegan but undertook to check further.

The Council approved the Minutes of the Meeting held on 21 August 2002.

(c) Emergency Services

The number of Councillors present did not constitute a quorum and therefore, the Council received a Report on the Meeting held on 11 September 2002, for information purposes, ref. ES/4/02 (already circulated).

Dr Penney questioned the need to write to Mr Brian Doe concerning training, safetywear and public liability insurance, but was assured by the Clerk that this would be done in an appropriate manner.

(d) Any other Reports by Officers

(i) A Report of the Public Transport Officer (already circulated), was presented to the Meeting. Mr Croughton advised the Members of a new government funding initiative that could benefit Kemsing. Mr Croughton felt funding could be utilised to provide an evening bus service, and would report back to Members, possibly in November 2002.

Mr Croughton hoped to include a report in the forthcoming Parish Newsletter, incorporating a tear-off slip, to gauge how much interest there might be in an evening bus service.

Mrs Cole asked about the Otford service which links with the train service to Bromley and London. Mr Croughton agreed to take up Mrs Cole's suggestion and look at the possibility of a linked service between Kemsing and Otford.

(ii) Mr Andrews advised the Members that he had received a letter from the Spring House Family Support Centre extending an invitation to an Open Day on 15 October 2002, 2.30-5.00 p.m.

(iii) Mr Andrews informed the Members of a letter from S.D.C. received by the Deputy Clerk, Mrs Palmer at her home, concerning the launch of the Council's Citizens' Panel. Concern had been expressed by Mrs Palmer about the depth of questions posed in the accompanying questionnaire and a possible conflict with her work in the Parish Office.

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

No Members of the Public were present.

7. **INFORMATION REPORT**

The Council received the Information Report and Appendix.

- (i) Information Report Item 1 & Appendix Item 1 – Temporary Prohibition of Traffic – C261 Pilgrims Way East, Otford & Kemsing
Mr Allen felt that the signage provided by the contractors had been inadequate and had reported his concerns directly to S.D.C. Mrs Course informed the Meeting that she would take up Mr Allen's concerns.
- (ii) Information Report Item 22 – Parish Newsletter
Mrs Cole expressed doubts about the usefulness of the Newsletter and felt the outlay in terms of staff time and expenditure was not justified.

Mr Croughton felt it was an effective means of public relations and reflected the government's desire to keep the electorate informed. Mr Croughton felt that time and money were justified if the Parish Council had something appropriate and worthwhile to report. Mr Croughton hoped that the Newsletter would be published within the next two months and would incorporate an item on Transport (see Minute 5(d)(i)). Mr Croughton offered to help the Clerks by editing and proof-reading, if required.

Mrs Cole felt more should be made of the Kemsing Village News column in the Sevenoaks Chronicle.

Mrs Cole proposed and Mrs Westaway seconded:

That the Autumn edition of the Parish Newsletter should not be published.

DEFEATED – 2 in favour, 7 against, 2 abstentions

- (iii) Appendix Item 6 – Letter from the Rail Passengers Committee
Mr Croughton advised that he would not be available to attend either on the 14 or 15 October 2002.

8. **THE BOUNDARY COMMITTEE FOR ENGLAND – PERIODIC ELECTORAL REVIEW OF KENT COUNTY COUNCIL**

The Clerk advised that the review would make sure, where possible, every councillor represented the same number of electors. It would also take into account the interests and identities of local communities in the area.

The review would look at the number of councillors on the council, the number of councillors elected from each electoral division, the boundaries and names of divisions, the electoral arrangements of parish and town councils. During this first stage of the review, suggestions for any change to these

arrangements were invited by Monday 25 November 2002. Draft Recommendations would be published thereafter.

The Council noted the Boundary Committee document and agreed it was happy with the status quo

9. **WEST KENT NEIGHBOURHOOD WATCH ASSOCIATION**

A letter had been received from Mr Colin Whatman, Treasurer of the Association seeking funding (copy previously circulated).

Mr Andrews felt that it would be preferable to fund or support a local scheme rather than support a countrywide scheme.

The Chairman proposed, from the Chair, that the request should be considered, together with other funding requests, at the appropriate time.

Carried – 9 in favour, 2 abstentions

10. **ACCOUNTS FOR PAYMENT**

The Council approved:

- (a) Accounts already settled on 14.8.02, voucher nos. 150 - 167
- (b) Accounts awaiting payment, voucher nos. 180 – 187
- (c) To note receipts, voucher nos. 168 – 179

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

Matters to be raised in the future:

Approval of the Closed Meeting Minutes 14.8.02 – October 2002

Consideration of the Planning Minutes for 16.9.02 – October 2002

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

Freedom of Information Act "Publication Scheme" - November 2002

Parish Office Salaries – November 2002

Mr Croughton to report on the need for an Evening Bus Service - November 2002

Kemsing Web Site - January 2003

Hospice Tree of Lights Event - June 2003

12. **DATES OF MEETINGS**

23 September	Recreation Grounds
26 September	Highways
30 September	Planning
2 October	Finance
9 October	Downland Management
14 October	Planning
16 October	PARISH COUNCIL

The Meeting closed at 9.59 p.m.

Linda Drage
Parish Clerk

/lmd
24.9.02

KPC/09/02

DRAFT MINUTES - Subject to Approval by Kemsing Parish Council