

KEMSING PARISH COUNCIL

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Minutes of a meeting of the Parish Council held in the Small Hall, St. Edith Hall, Kemsing, on Wednesday, 16th November 2016 at 7.30 p.m.

PRESENT: Mrs. M. Cole (in the Chair)
Mr. A. Andrews, Mr. D. Bennett, Mr. P. Burfield, Mr. B. Buttifant, Mr. P. Eaton,
Mrs. M. Robarts, Dr. P. Walker

IN ATTENDANCE: 2 Members of the Public
Mrs. Y. Tredoux (Clerk)

A short presentation took place prior to the formal opening of the meeting. Mrs. Cole presented former Parish Councillor Mr. G. Croughton with a gift from the Parish Council in recognition for his valued contribution to the village over many years.

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr. R. Dawes, Mrs. R. Wedderburn-Day and District Councillor Mr. S. Reay.

2. **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

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

There were no questions from the public and press.

4. **DISTRICT COUNCILLORS REPORTS**

Mr. Reay had been appointed as Vice-Chairman of the Sevenoaks District Council's Community Infrastructure Levy Committee.

5. **MINUTES**

Mrs. Cole proposed:

"That the Parish Council approves the minutes of the meeting held on 19th October 2016, Ref KPC/09/2016."

CARRIED unanimously

6. **MATTERS ARISING FROM THE PREVIOUS MINUTES**

(a) Pilgrims Way East – Safety issues (Minute 2(a) KPC/09/2016)

Correspondence dated 21st, 28th October 2016 and 2nd November 2016 received from residents were noted. Mrs. Cole drew attention to one particular letter in which residents criticized the Parish Council for the way in which residents, in their views, had been treated at the last meeting.

- *RESOLVED: The Clerk was instructed to respond to the comments informing residents that it was the Parish Council who invited County Councillor Mr. N. Chard to the meeting to explain the scheme in detail. The Parish Council is not the Highway Authority and the scheme had been put in place by Kent County Council.*

Mrs. Cole noted that there was an additional warning sign to be installed at Beechy Lees Road, but this had not been included yet and suggested Mr. Chard was made aware of this.

(b) Village car park (Minute 2(b) KPC/09/2016)

The report of the Car Park Working Group meeting held on 27th October 2016 was noted. The majority of agreed works had been completed by Sevenoaks District Council, including the installation of the replacement two LED car park lights and the replacement fence.

It was noted that Councillor Miss Stack had informed the Clerk that Sevenoaks District Council had agreed to remove the concrete slab. This did not include any remedial works to the car park surface to make good following the slab removal. The Group reluctantly agreed to recommend to full Council to accept this offer and had agreed to put forward a draft response (circulated to all Members prior to the meeting) for the Parish Council's consideration.

- *RESOLVED: That the Parish Council approves the draft letter and instructs the Clerk to write to the District Council accordingly.*

Members noted a quotation for the regular vegetation clearance of the car park for the period 1st April 2017 to 31st March 2018 totalling £1,500.

- *RESOLVED: That the Parish Council accepts the quotation for vegetation clearance for the car park for the period 1st April 2017 to 31st March 2018.*

Issues with the public conveniences were also raised during the Working Group meeting. These included dampness on the ceiling in the ladies' toilets and replacement of loose paving stones in front of the building. It was suggested to improve the ventilation by installing air bricks. Mrs. Cole read out details of a quotation totalling £850 (excluding VAT) for the re-pointing of the paving slabs, removal of an old extractor fan in the ladies toilet and replacing with two air vents in the ceiling, cleaning the roof by removing moss and overgrown vegetation and removing all broken tiles.

- *RESOLVED: That the Parish Council accepts the quote for £850 to do the repairs as described above.*
- *A quote would be obtained for cleaning and decorating the ceiling once the air vents had been installed.*

(c) Parish Councillor Vacancy (Minute 2(c) KPC/09/2016)

One vacancy had been advertised and the second vacancy had been registered with the District Council. Notices to the electorate to call an election had been displayed on the Parish Council's notice boards.

(d) Park Lane Nature Reserve Area & Fairfield Close Area (Minute 2(d) KPC/09/2016)

The report of a Working Group meeting held on Monday, 10th October 2016, circulated with the October agenda, was noted.

Although the Group agreed to recommend to full Council to consider reconstituting the Group as a Committee, this was put on hold pending the result of the proposed Committee restructuring review process to be conducted.

The Group asked the Parish Council's authorisation to spend up to £3,000 to obtain professional advice for a valuation of the entire area and to obtain a professional analysis on the best value of disposing of the land and its potential uses.

Following a discussion during which it was suggested that the sum of £3,000 should be reduced to £1,500, the following proposal was made:-

Mr. Andrews proposed, seconded by Dr. Walker:

"That the Parish Council authorises the Group to spend up to £1,500 from the General Contingency Fund before 1st April 2016 to obtain professional advice as to the best ways of disposing of the land and its potential uses."

CARRIED 8 in favour, 1 against

(e) Alleged damage to Church Lane track (Minute 2(e) KPC/09/2016)

No further information to report.

- (f) Village parking (Minute 2(f) KPC/09/2016)
Email correspondence received from a resident, highlighting problems with parking on pavements near the Dynes Road shops, was noted.
- (g) Defibrillator (Minute 2(g) KPC/09/2016)
Nothing to report.
- (h) Land between The Well area and St. Edith Road (Minute 2(h) KPC/09/2016)
First registration land registration fees are estimated to be in the region of £240 to £340 (VAT not included), provided the “document set” is complete. Incomplete documentation would incur additional costs. A suggestion was made that the Parish Council should proceed with registering the land but some Councillors did not agree.

Dr. Walker proposed, seconded by Mr. Burfield:

“That the Parish Council proceeds with formally registering the land with the Land Registry.”

CARRIED 7 in favour, 2 against

- (i) Kemsing Lawn Tennis Club Membership Information Request (Minute 15(b) KPC/08/2016)
The current lease stated that the Club should maintain open membership to all residents of Kemsing. Regrettably, the Club had not yet, despite several requests, informed the Parish Council of the membership details. It was also noted that according to the lease, payment should be made by standing order. This is currently not the case.

- *RESOLVED: The Clerk to write to the Club, pointing out that the Parish Council has a right to ask for the membership details and to remind the Club that payment of the annual rent should be made by standing order.*

7. TIMBER CABINET HOUSING THE ELECTRICITY SUPPLY AND METER FOR THE FLOOD LIGHTS AT TENNIS COURT CAR PARK

The dilapidated cabinet had been vandalised, and although the roof and side panels were still intact the door had been demolished beyond repair. A quotation for removing the old enclosure, supply and laying a concrete base for a new glass reinforced plastic enclosure and refitting the electrics totalled £980 (Excluding VAT).

Mr. Eaton proposed, seconded by Mrs. Cole:

“That the Parish Council accepts the above quotation.”

CARRIED unanimously

8. MEMORIAL REQUESTS

- (a) Request for a memorial to SGT Pilot Jack Hammerton

A local Member of the Shoreham Aircraft Museum asked permission to erect a memorial on the section of grass South of Greenlands Road in memory of Sgt Pilot Jack Hammerton who had died on the 6th November 1940 whilst piloting a Hawker Hurricane which crashed a few yards from the electricity substation, next to the railway bridge at Noah’s Ark.

8.04 p.m. *The meeting was adjourned to allow for public speaking. A brief summary of the reasons for this request was heard by Members.*

8.07 p.m. *The meeting was reconvened.*

It was noted that the land is probably owned by Kent County Council. It was also suggested that the request should be directed to the Noah’s Ark Residents’ Association for consideration.

Mrs. Cole proposed:

“That the Parish Council agrees in principle for a memorial to be erected in memory of Sgt Pilot Jack Hammerton subject to approval from the relevant parties.”

CARRIED unanimously

(b) Request for a memorial seat in memory of the late Mr. and Mrs. Lott

Members considered a request from the family who would like to donate a wooden bench with a plaque in memory of their parents. Although there was no real preference for the position of the proposed bench, the dilapidated bench at the junction with The Landway and West End had been identified as a suitable replacement option.

Responding to a suggestion for the Parish Council to approve the request, the Clerk warned that although the existing seat was owned by the Parish Council and automatically included on the Parish Council’s asset register, it is located on land not owned by the Parish Council, probably Kent County Council, therefore, the land owner (who may require confirmation of the contractor’s insurance details) should be asked for consent as it is not in the Parish Council’s remit to do.

Notwithstanding the Clerk’s advice, Mr. Bennett proposed, seconded by Mrs. Cole:

“That the Parish Council responds that it has no objection to the removal of the existing seat at the junction with The Landway and West End to be replaced by a similar seat and plaque. The seat would be removed from the Parish Council’s asset register and the new seat would not be added. The Parish Council does not automatically accept responsibility of the future maintenance of the seat.”

CARRIED 5 in favour, 4 abstaining

(c) Request for a memorial seat in memory of Ms. Jane Hogg/Stephens

The Parish Council was asked to consider a request from the family to install a memorial seat on the Kemsing Downs. Mrs. Cole had been informed prior to the meeting that Oak Hall had agreed for the seat to be installed on their land.

9. **GRANT FUNDING – RENEWABLE ENERGY FEASIBILITY STUDIES**

The Rural Community Energy Fund government programme supporting communities to develop renewable energy projects providing economic and social benefits to communities was noted.

10. **PARISH COUNCIL’S ANONYMOUS COMMUNICATION POLICY**

Members considered the draft policy, circulated prior to the meeting.

Mr. Andrews proposed, seconded by Mrs. Cole:

*“That the Parish Council adopts the draft policy, subject to one minor amendment, which was **AGREED**.”*

CARRIED unanimously

11. **PHOTOCOPIER LEASE**

The current operating lease expires in February 2017. The Clerk was in the process of obtaining quotations for a new lease.

12. **SEVENOAKS DISTRICT CAMPAIGN TO PROTECT RURAL ENGLAND (CPRE) COMMITTEE**

Councillors noted an invitation to become Kemsing’s appointed representative on the above Committee. There were no volunteers.

13. **DONATIONS & SUBSCRIPTIONS**

(a) Kemsing Over 60’s Club

Members considered a request for the annual grant for the Kemsing Over 60’s Club.

Mr. Eaton proposed, seconded by Mrs. Cole:

“That the Parish Council makes a financial contribution of £200 towards the Kemsing Over 60’s Club.”

CARRIED unanimously

(b) Noah's Ark Residents' Association

A request for the annual grant towards the Christmas tree celebration was considered.

Mr. Eaton proposed, seconded by Dr. Walker:

"That the Parish Council makes a donation of £75 towards NARA's Christmas tree event."

CARRIED unanimously

(c) Porchlight

A request for a financial contribution to Kent's homelessness charity was rejected.

14. **ACCOUNTS FOR PAYMENT**

Mr. Eaton proposed, seconded by Dr. Walker:

"That the Parish Council approves the list of payments (Vouchers 130 to 153) and notes the list of receipts (Vouchers 12 to 15)."

CARRIED unanimously

15. **COMMITTEE REPORTS**

(a) Planning Committee

Mr. Andrews proposed, seconded by Mrs. Cole:

"That the Parish Council notes the minutes of the meeting held on 10th October 2016, Ref No P/16/2016 and the minutes of the meeting held on 24th October 2016, Ref No P/17/2016.

** Particular attention is drawn to Item 11(a) – Start time of meetings*

The Planning Committee is currently the only Committee starting at 8 p.m. and it was agreed to recommend to full Council to bring forward the starting time in line with the rest of the Committee and Parish Council meetings, i.e. 7.30 p.m."

CARRIED unanimously

(b) Downland Management Committee

Mr. Bennett proposed, seconded by Mr. Buttifant:

"That the Parish Council notes the minutes of the meeting held on 2nd October 2016, Ref No DM/04/2016.

➤ Particular attention is drawn to item 11 : (Grounds Maintenance Agreements for The Well and Jubilee Areas)

To approve the signing of the grounds maintenance agreement with K&S Services for the period 1st April 2016 to 31st March 2017.

To approve the signing of the grounds maintenance agreement with K&S Services for the period 1st April 2017 to 31st March 2018."

CARRIED unanimously

16. **CONSULTATIONS**

(a) Kent County Council (KCC) 2017/18 budget consultation

The KCC consultation seeking views mainly on the proposals affecting Council Tax, Social Care precept and Budget Strategy was noted.

17. **INFORMATION REPORTS**

(a) Chairman's Report

Common Field Recreation Ground Trust – A certified copy of the Trust Deed had to be obtained in order for one of the share certificates to be produced. Mrs. Cole and the Clerk had visited a local law firm to obtain a certified copy of the this document.

(b) Reports from Councillors

Well area – Mr. Andrews commended the Parish Council's contractors on the excellent quality of gardening work and for tidying up the area prior to the Remembrance Day.

School alley – Mr. Andrews reported that Sevenoaks District Council had cleared the leaves recently.

Christmas tree at The Well area – Mr. Eaton asked if arrangements for a Christmas tree had been made. Mrs. Cole had ordered a tree and was making arrangements for an electricity supply to be used for the lights.

Committee restructuring review – Mr. Bennett said that this was a complicated topic and that it would be sensible to appoint a small Working Group to consider the issue in order to recommend to full Council. Mr. Burfield explained that he was writing a report to be considered at the January 2017 Parish Council meeting which could be debated in a Group, if appointed by the Parish Council.

(c) Publications for information

Clerks & Councils Direct magazine – November 2016 issue

Society of Local Council Clerks – The Clerk magazine – November 2016 issue

8.45 p.m. Under the Public Bodies (Admission to meetings) Act 1960, the public and representatives of the press had been excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

18. **STAFF PENSION FUND**

Members considered a recommendation contained in a separate confidential report.

8.49 p.m. The meeting was reconvened and opened to the Public and Press.

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

There were no matters to be raised at the next meeting.

20. **DATE OF NEXT MEETING**

Wednesday, 18th January 2017

The meeting closed at 8.50 p.m.

Signed by Chairman : Date: