

## 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, 18<sup>th</sup> January 2017 at 7.30 p.m.**

PRESENT: Mrs. M. Cole (in the Chair)  
Mr. A. Andrews, Mr. D. Bennett, Mr. P. Burfield, Mr. P. Eaton, Mr. R. Lang,  
Mrs. M. Robarts, Mrs. R. Wedderburn-Day

IN ATTENDANCE: 3 Members of the Public  
Mrs. Y. Tredoux (Clerk)

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr. B. Buttifant, Mr. R. Dawes and Dr. P. Walker.

2. **DECLARATIONS OF INTERESTS**

*Item 8 (b)* : Mr. Bennett and Mrs. Cole declared having non-pecuniary interests as Members of the Campaign for the Campaign for the Protection of Rural England.

3. **DISTRICT COUNCILLORS REPORTS**

There were no reports.

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

Questions from the Public were taken elsewhere during the meeting.

5. **MINUTES**

Mrs. Cole proposed:

*"That the Parish Council approves the minutes of the meetings held on 16<sup>th</sup> November 2016, Ref KPC/10/2016 and 14<sup>th</sup> December 2016, Ref KPC/11/2016."*

*CARRIED* unanimously

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

(a) **Pilgrims Way Safety Issues and petition to reduce permissible speed limit on Pilgrims Way and Pilgrims Way East to 20mph (See minute 6 (a) KPC/10/2016**

The traffic survey data received from Kent County Council (KCC) was noted.

A petition (signed by 85 residents) and a letter addressed to Otford Parish Council, Kemsing Parish Council and County Councillor Mr. N. Chard was noted.

Although having sympathy with residents living along Pilgrims Way and the issues with the road, some Members thought it unlikely for KCC to approve such a scheme due to their current financial constraints. The ability to enforce a 20mph speed limit was also questionable.

8.35 p.m. *The Parish Council AGREED to temporarily suspend the meeting to allow for public speaking.*

Mrs. Cole invited Mr. A. Berendt (Kent Co-ordinator for 20s Plenty) who was representing the residents, to provide a short summary of previously successfully implemented 20mph schemes. Mr. Berendt had been involved with a number of similar schemes, most recently, the 20mph scheme in Speldhurst. The majority of these schemes had been funded by the Parish Councils as well as external funding obtained in some cases due to Kent County Council's financial restrictions.

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

A discussion ensued and Members expressed their views; some were sceptical of how successful a 20mph limit would be whilst others thought it would be worth exploring further by raising the issue at the next Annual Parish Meeting (APM) to gauge the view of the Kemsing community.

Mr. Brendt was invited to give a short presentation on previous schemes at the APM, to which he agreed.

A resident urged the Parish Council to investigate available options with a view to improving the traffic problems in Pilgrims Way by means of reducing the speed limit.

Mrs. Cole proposed:

*“That the request for a 20mph speed limit is to be discussed at the APM in March 2017 where residents would be asked to express their views on whether they wish the Parish Council to initiate investigations into putting a scheme together.”*

*CARRIED 6 in favour, 2 against.*

(b) Village car park and public conveniences (Minute 2(b) KPC/10/2016)

The report of the Car Park Working Group meeting held on 9<sup>th</sup> December 2016 was noted.

The concrete slab had been removed and the area resurfaced. The Parish Council's portion for the resurfacing work totalled £1,570. In addition the Parish Council is also responsible for the white lining which had not yet taken place. The repairs to the public conveniences had been carried out and a quotation for the cleaning and re-decoration of the ceiling would be pursued in due course.

(c) Parish Councillor Vacancy (Minute 2(c) KPC/10/2016)

Four candidates had expressed an interest to become co-opted Parish Councillors in order to fill the two vacancies. The deadline for receiving applications is Friday, 27<sup>th</sup> January 2017.

(d) Park Lane Nature Reserve Area & Fairfield Close Area (Minute 2(d) KPC/10/2016)

The Working Group is scheduled to meet on Monday, 30<sup>th</sup> January 2017 to consider available options on how to progress with obtaining professional advice regarding potential land uses of the area.

(e) Village parking (Minute 2(f) KPC/09/2016)

Members noted an email correspondence dated 8<sup>th</sup> December 2016 received from a resident highlighting problems with a van being parked on the verge at the corner of The Landway and West End blocking drivers' views and creating a hazard for pedestrians.

Email correspondence dated 6<sup>th</sup> January 2017 and 17<sup>th</sup> January 2017 received from a resident regarding the dangerous parking around Castle Drive was also noted.

➤ *AGREED : The Clerk was instructed to report the issues to PCSO Harwood to investigate.*

(f) Defibrillator (Minute 2(g) KPC/09/2016)

The machines at Otford and Seal were different to Kemsing's defibrillator and therefore the suggestion to have a spare set of electrode pads to be shared between the Parishes could not be pursued.

Mr. Andrews proposed, seconded by Mrs. Wedderburn-Day:

*“That the Parish Council purchase a spare set of electrode pads.”*

*CARRIED 7 in favour, 1 abstention*

(g) Land between The Well area and St. Edith Road (Minute 2(h) KPC/10/2016)

The matter would be progressed in due course.

(h) Kemsing Lawn Tennis Club Membership Information Request (Minute 2(i) KPC/10/2016)

The matter is being progressed.

- (i) Timber cabinet housing the electricity supply and meter for flood lights at tennis court car park (See Minute 7 KPC/10/2016)

The replacement cabinet was installed on Monday, 2<sup>nd</sup> January 2017.

Mr. Burfield explained that he had noticed that the switch gear in the cabinet was out of date and did not meet current standards. It was also suggested to replace the current timer (which had to be adjusted manually for winter and summer times) with a mechanically automatic adjusted solar timer. Mr. Burfield estimated the cost of a new timer and replacement of the switch gear to be around £300.

Mr. Burfield proposed, seconded by Mr. Eaton:

*“That the Parish Council obtains a quotation for the replacement of a fully mechanically automated timer and upgrade of the switch gear (up to a value of £300 to be paid from the Parish Council’s General Contingency Fund).”*

CARRIED 7 in favour, 1 abstention

Mrs. Cole offered to provide details of an electrician to meet Mr. Burfield on site to discuss the options.

- (j) Photocopier lease (See Minute 11 KPC/10/2016)

The current five year rental agreement with Kent County Council expires in March 2016.

Mr. Andrews proposed, seconded by Mrs. Cole:

*“That the Parish Council agrees to a rental agreement for a photocopier under the Kent County Council contract for a period of 5 years at a cost of £97-20 (Excluding VAT) per quarter.”*

CARRIED unanimously

- (k) Unauthorised encampment at Nightingale Road Recreation Ground and site security at all Parish Council owned land (Minute 3 KPC/11/2016)

➤ *Nightingale Road Recreation Ground:*

The Clerk had attended a number of site meetings with contractors to obtain quotations for fencing and also digging a ditch. Two quotations had been received and one is still awaited.

During a discussion it became apparent that wooden (450 mm high, 6 inch fully round) posts/bollards were more desirable as opposed to wooden fencing. A field gate would have to be installed adjacent to the youth shelter to allow access for the gang mower. The proposal of digging a trench was discarded.

➤ *AGREED : The Clerk was instructed to obtain quotations for installing round wooden posts with one field gate.*

Mrs. Cole had obtained a quotation £113-65 (VAT included) for a suitable sign which prohibits caravans, fire and camping on the Recreation Ground. This did not include installation fees.

Mrs. Cole proposed:

*“That the Parish Council accepts the quotation of £113-65 for a sign as described above to be installed at Nightingale Road Recreation Ground.”*

CARRIED unanimously

Signs for the other Recreation Grounds in Kemsing (Common Field Recreation Ground and Barnfield Crescent) would be considered by the Recreation Grounds Committee.

➤ *Other Parish Council owned sites:*

At the Extra Ordinary Parish Council meeting it had been suggested the Parish Council identified all the sites in Kemsing and consider reviewing how to improve security at the individual sites but this had not been explored further at this time.

- (l) Committee restructuring review (See Minute 17 (c) KPC/10/2016) and Minute 12 (b) KPC/09/2016)  
Mr. Burfield briefly reminded Councillors about the reasons for the proposed Committee restructuring review but it was *AGREED not to progress the proposal at this time.*

**8. DONATIONS & SUBSCRIPTIONS**

(a) Kemsing Open Door

A request for the annual donation was considered.

Mrs. Cole proposed:

*"That the Parish Council makes a donation of £300 to the Kemsing Open Door."*

*CARRIED* unanimously

(b) Campaign to Protect Rural England

Members considered renewing the annual subscription of £36.

Mrs. Cole proposed:

*"That the Parish Council renews the annual subscription of £36."*

*CARRIED* unanimously

(c) Sevenoaks Volunteer Transport Group

A request for financial support was considered.

Mr. Eaton proposed, seconded by Mrs. Cole:

*"That the Parish Council makes a financial contribution of £100 to the Sevenoaks Volunteer Transport Group."*

*CARRIED* unanimously

(d) Oaks Christmas Lunch Steering Group

A letter of appreciation dated 6<sup>th</sup> December 2016 received from the Oaks Steering Group thanking the Parish Council for its financial contribution was noted.

It is understood that the Steering Group identifies and invites elderly and vulnerable residents to receive the Christmas Lunch, but the criteria used in the identification process was not known. Members thought that it would be useful for this information to be made available to the Parish Council.

- *The Clerk was instructed to contact the Steering Group asking for the selection criteria.*

**9. ACCOUNTS FOR PAYMENT**

Mr. Eaton proposed, seconded by Mrs. Cole:

*"That the Parish Council approves the payment list (Vouchers 154 to 196) and notes the receipt list (Vouchers 16 & 17)."*

*CARRIED* unanimously

**10. COMMITTEE REPORTS**

(a) Planning Committee

Mr. Andrews proposed, seconded by Mrs. Robarts:

*"That the Parish Council accepts the minutes of the meetings held on 7<sup>th</sup> November 2016, Ref No P/18/2016, 21<sup>st</sup> November 2016, Ref No P/19/2016, 5<sup>th</sup> December 2016, Ref No P/20/2016 and 3<sup>rd</sup> January 2017, Ref No P/21/2016."*

*CARRIED* unanimously

(b) Finance Committee

Mr. Eaton proposed, seconded by Mr. Bennett:

*"That the Parish Council accepts the minutes of the meeting held on 5<sup>th</sup> October 2016, Ref F/138/16", and that the Parish Council accepts the minutes of the meeting held on 7<sup>th</sup> December 2016, Ref F/139/16, including the following recommendations:*

- *Item 3 (c) - Kent County Council's proposed grass cutting reductions*

- *Item 7 – Precept*  
*The Finance Committee recommends to full Council to approve a precept requirement of £106,000 for the 2017/18 financial year.*
- *Item 8 – Amendments to the Reserve Fund*
- *Item 9 - Appointment of Mrs. R. Banister as Internal Auditor for the financial year 2017/2018*
- *Item 11 – Amendments to the Financial Regulations”*

*CARRIED* unanimously

*It was agreed to defer the item below until the end of the meeting.*

*Under the Public Bodies (Admission to meetings) Act 1960, the public and representatives of the press will be 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.*

- *Salaries review (Minute 4 (b) & (c)) :*  
*See Minute prior to Item 13(c) below.*

*The meeting will be reconvened and opened to the Public and Press.*

- *Item 12 – Common Field Recreation Ground Trust*

(c) Recreation Grounds Committee

Mr. Burfield proposed, seconded by Mrs. Wedderburn-Day:

*“That the Parish Council accepts the minutes of the meeting held on 9<sup>th</sup> November 2016, Ref RG/06/2016, including the following recommendation:-*

- *Item 8 – Agreement for grounds maintenance of Recreation Grounds for period 1<sup>st</sup> January 2017 to 31<sup>st</sup> December 2017.”*

*CARRIED* unanimously

11. **SEVENOAKS DISTRICT FAMILY FUN DAYS**

The Parish Council noted a request to make available facilities or the Family Fun Days. Parish Councils were asked to provide the venues, toilet facilities, refreshments and manning the stalls, distribute publicity materials and making available any other facilities the organisers might need.

12. **CONSULTATIONS**

(a) Draft Public Service Ombudsman Bill

The National Association of Local Councils advised that the Government is planning to appoint a new Public Service Ombudsman to replace the existing Parliamentary and Health Service Ombudsman and the Local Government Ombudsman – *noted*.

13. **INFORMATION REPORTS**

(a) Chairman’s Report

*Kent Fire and Rescue Services fire hydrant inspections review meetings* – following the fire hydrant initiative project which had been running for nearly three years KFRS had agreed to arrange a presentation on the subject at various venues in the County.

*Ex-Councillor Mr. G. Croughton* – Mrs. Cole read a letter of thanks from Mr. Croughton for his retirement gift.

(b) Reports from Councillors

Mr. Burfield asked details of the arrangement made with the publican of The Bell public house with regard to the newly fitted power supply that had been installed and whether it was to be used exclusively for the lights to the Christmas tree erected in the Well area every year. Mrs. Cole, who had made a verbal arrangement with the publican, confirmed that the arrangement is for the use of the power supply to the Christmas lights provided by The Bell public house and that is not to be used for any other purposes.

(c) Publications for information

Campaign to protect Rural England – Countryside Voice magazine  
English Rural – Annual 2016 Housing Report  
Sevenoaks District Council – In Shape magazine  
Kent Association of Local Councils – Parish magazine  
Gatwick Airport revised noise complaints handling policy 2016

9.07 p.m. It was **RESOLVED** to close the meeting.

*Under the Public Bodies (Admission to meetings) Act 1960, the public and representatives of the press was excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

- **Salaries review (Minute 4 (b) & (c)) :**  
Details of the discussion are contained in a separate Confidential Report.

*The meeting will be reconvened and opened to the Public and Press.*

9.14 p.m. The meeting was reconvened.

*Item 12 – Common Field Recreation Ground Trust (See Item 10 (b) Finance Committee)*

The investment certificate had been issued in the Parish Council's name instead of the Common Field Recreation Ground Trust *and the Clerk was instructed to make arrangements for the certificate to be issued correctly.* The Clerk reported that a dividend cheque had also been received. *The Clerk was instructed to deposit the cheque directly into the Trust's bank account.*

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

**15. DATE OF NEXT MEETING**

Wednesday, 15<sup>th</sup> February 2017

The meeting closed at 9.20 p.m.

Signed by Chairman : ..... Date: .....