

## 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, 15<sup>th</sup> March 2017 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. Dillon,  
Mr. P. Eaton, Mr. M. Hudson, Mr. R. Lang, Mrs. M. Robarts, Dr. P. Walker,  
Mrs. R. Wedderburn-Day

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

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Mr. R. Dawes and District Councillor Mr. S. Reay.

2. **DECLARATIONS OF INTERESTS**

There were no declarations of interest received.

3. **DISTRICT COUNCILLORS REPORTS**

There were no reports received.

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

There were no questions from the public and press.

5. **MINUTES**

Mrs. Cole proposed:

*"That the Parish Council approves the minutes of the meeting held on 15<sup>th</sup> February 2017, Ref KPC/02/2017, subject to the following amendment: Item 3, last sentence replace "form" with "from".*

*CARRIED* unanimously

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

(a) Parish Councillor vacancy (Minute 5 KPC/02/2017)

Mrs. Cole proposed:

*"That Mr. Dillon be appointed as a Member of the Downland Management Committee and Mr. Hudson be appointed as a Member of the Recreation Ground Committee".*

*CARRIED* unanimously

(b) Park Lane Nature Reserve Area & Fairfield Close Area (Minute 2(d) KPC/01/2017)

A letter had been sent to obtain professional advice with regards to the future use of the area.

(c) Kemsing Lawn Tennis Club membership Information Request (Minute 2(h) KPC/01/2017)

A reply with regards to the number of Junior Members had been received and noted.

(d) Cabinet housing the electricity supply and meter for tennis court car park lights (See Minute 7(f) KPC/02/2017)

Mr. Burfield had not been able to make contact with the electrician via email. Mrs. Cole would try to contact the electrician by telephone.

(e) Unauthorised encampment at Nightingale Road Recreation Ground and site security at all Parish Council owned land (Minute 7(g) KPC/02/2017)

The Working Group's reports of meetings held on 27<sup>th</sup> February 2017, 28<sup>th</sup> February 2017 and 2<sup>nd</sup> March 2017 were noted.

Mr. Bennett reported that four quotations had been received for the installation of a chestnut post and rail type fence. Mr. Burfield reminded the Council that the Working Group had been asked by the Parish Council to obtain quotations for the installation of bollards as it had rejected the installation of a fence at the January 2017 Parish Council meeting.

Mrs. Cole described the fencing proposed and explained that the Working Group had concluded that this type of fencing now proposed was more appropriate for this location as opposed to a row of bollards. The cost of installing bollards was also much higher compared with the type of fencing suggested.

Mr. Bennett proposed, seconded by Mr. Burfield:

*"That the Parish Council accepts the quotation totalling £4,980 (VAT excluded) from Simon Mathews Fencing for the installation of 280m of post and bar fence, comprising of pairs of round chestnut posts 1.8m long driven into the ground at 2.7m centres with a 1.5m gap between each bay and the installation of two 3.6m wide galvanised tubular steel lockable barriers."*

CARRIED 11 in favour, 1 abstention

- *The Clerk was instructed to write to the utility companies (British Gas, South East Water and Thames Water) to find out the exact location of the services.*

(f) Common Field Recreation Ground Trust (Minute 13(c) KPC/01/2017)

The Clerk was still trying to resolve the issue with name change.

*7.57 p.m. The meeting was adjourned to allow for public participation.*

(g) Request for a memorial to SGT Pilot Jack Hammerton (Minute 7(i) KPC/02/2017)

Councillors considered a request received 3<sup>rd</sup> March 2017 to include the memorial on the Parish Council's insurance. Although Kent County Council, the landowner of the site at Noah's Ark, had given permission for the memorial to be erected near the Noah's Ark village sign on the green at the junction with Noah's Ark Road and Greenlands Road, they insisted on their standard insurance requirement for public liability, which the museum is unable to fund.

Mr. Burfield reminded Councillors that only items gifted to or bought by the Parish Council could be included in the Parish Council's insurance. The museum representative, Mr. D. Parry, said that they would not object to transferring ownership to the Parish Council.

- *The Clerk was instructed to ask the Parish Council's insurance company as to whether an arrangement could be made for the memorial stone to be included in the Parish Council's all risk insurance, without it being a Parish Council owned asset.*
- *If this is not possible, the Clerk should find out the costs of including the item under the Parish Council's insurance cover which would require the Parish Council to consider taking over ownership of the memorial stone.*

(h) Interactive speed warning sign at Childsbridge Lane, Kemsing (Minute 8 KPC/02/2017)

County Councillor Mr. N. Chard replied that his current year Member's grant had been committed for the current financial year and that next year's fund would be available in May from which another speed indicator could be funded.

(i) Bus shelter – Greenlands Road, Kemsing (Minute 10 KPC/02/2017)

The repairs to the bus shelter had been completed on 14<sup>th</sup> March 2017.

Mr. Burfield suggested attaching reflectors to the beams to make the shelter more noticeable.

Mr. Burfield proposed, seconded by Mrs. Cole:

*“That Mr. Burfield purchase and fix reflective strips to the bus shelter beams at a cost of £10”.*

**CARRIED** unanimously

A reply (tabled at the meeting) had been received from Arriva confirming that their vehicles are maintained regularly. They had agreed to send out a cleaning team to investigate.

An acknowledgment had also been noted (tabled at the meeting) from the Environment Agency confirming that the matter would be investigated.

8. **ST. MARY’S CHURCH YARD HAND RAILS**

Mr. Eaton reported that the St. Mary’s Parochial Church Council had agreed to install handrails for the steps to the Memorial Terrace and repairing the loose paving stones at a cost of £635. At the Churchyard Maintenance Committee meeting held on 28<sup>th</sup> September 2016, the Parish Council representatives did not consider the installation of new handrails to be part of the maintenance work as identified in the Joint Management Committee agreement’s terms of reference and ultimately rejected the request for a financial contribution towards the costs.

Dr. Walker explained that the handrails had been installed when the PCC had received several requests from Parishioners concerned about potential safety risks as the steps became very slippery in wet weather conditions. The PCC had received a generous donation from a local resident towards the cost of the hand rails which totalled £700 but the balance of £635 (installation fees) had been paid fully by the PCC. The Parish Council was asked to fund 50% of the installation costs. Following a further brief discussion Members concluded that although the installation of the handrails did not form part of the annual regular maintenance costs, the expenditure was justified on a health and safety basis and that the Parish Council should make a financial contributions towards it.

Mr. Andrews proposed, seconded by Mr. Burfield:

*“That the Parish Council makes a contribution of £300 to the St. Mary’s PCC for the installation of the handrails.”*

**CARRIED** 11 in favour, 1 abstention {Dr. Walker}

9. **DYNES POST OFFICE**

In an effort to re-negotiate a reduced trading hour contract the Post Master had reportedly given three months’ notice withdrawing the Post Office services located in the Kemsing News Agent. The Post Office is currently open for business during the normal opening hours of the shop and it is understood that the preferred Post Office trading times would be from 9 to 5 (Monday to Friday) and Saturday mornings.

Mr. Buttifant said that the Open Door Committee had written to MP Mr. Michael Fallon about the proposed closure and how it would adversely affect elderly residents depending on the Post Office services.

Councillors agreed that, regardless of reduced trading hours, it is essential to retain the Post Office services in the village.

- *RESOLVED: The Parish Council supports the proposed reduced hours and it was agreed to convey the Parish Council’s support in writing to Post Office Limited.*

10. **SMALL BUSINESS RATE RELIEF**

Members noted a letter dated 22<sup>nd</sup> February 2017 received from Sevenoaks District Council advising that the Parish Council could apply for small business rate relief for the 2017/18 financial year onwards.

- *The Clerk was instructed to apply for the rate relief for both the village car park and public conveniences.*

**11. DONATIONS & SUBSCRIPTIONS**

(a) Kent Surrey Sussex Air Ambulance

Mr. Andrews proposed, seconded by Dr. Walker:

*“That the Parish Council makes a financial contribution of £200 to the Kent Surrey Sussex Air Ambulance”.*

*CARRIED* unanimously

(b) West Kent Mediation

A request for financial assistance was rejected.

(c) Sevenoaks Volunteer Transport Group

A letter of thanks was noted.

(d) Kemsing Open Door

A letter of thanks was noted.

**12. ACCOUNTS FOR PAYMENT**

Mr. Eaton proposed, seconded by Mrs. Cole:

*“That the Parish Council approves the list of list of payments (Vouchers 225 to 246) and to note the receipt Voucher 19”.*

*CARRIED* unanimously

**13. COMMITTEE REPORTS**

(a) Planning Committee

Mr. Andrews proposed, seconded by Mr. Eaton:

*“That the Parish Council notes the minutes of the meetings held on 13<sup>th</sup> February 2017, Ref No P/02/2017 and 27<sup>th</sup> February 2017, Ref No P/03/2017”.*

*CARRIED* unanimously

(b) Downland Management Committee

Mr. Bennett proposed, seconded by Mr. Burfield:

*“That the Parish Council notes the minutes of the meeting held on 8<sup>th</sup> February 2017, Ref DM/01/2017”.*

*CARRIED* unanimously

**14. CONSULTATIONS**

There were no consultations for consideration.

*It was agreed that the order of the items would be changed; Items 16 to 18 would be brought, followed by Items 15 and 19.*

**16. INFORMATION REPORTS**

(a) Chairman's Report

*Replacement Church Hall* – A copy of a letter dated 12<sup>th</sup> March 2017 received from the St. Mary's Parochial Church Council (PCC) confirming that the PCC would write to the former owner of the car park, was tabled at the meeting

*Petition for 20mph speed reduction along Pilgrims Way* – Comments received from a resident not favouring a 20mph speed limit as it was not enforceable, was tabled at the meeting and noted.

*Water supply at public conveniences* - Castle Water is taking over services from Thames Water (copy of letter was tabled at the meeting).

*9<sup>th</sup> Rail Summit* – Tabled at the meeting was an invitation to attend the 9<sup>th</sup> Rail Summit on Monday, 15<sup>th</sup> May 2017 at County Hall, Maidstone.

*Kent Surrey & Sussex Air Ambulance* – It was noted in an email correspondence tabled at the meeting that talks are held with various village organisations to promote the charity.

(b) Reports from Councillors

*Fly tipping on the Kemsing Downs Nature Reserve* – Mr. Bennett reported that a substantial amount of fly tipping had occurred near the reservoir and pumping station. The items all relate to electrical or plumbing work and included discarded plastic piping and tools. South East Water had confirmed that they had not had any contractors at the site recently. Mr. Bennett said that the Downland Management Committee did not have available funds to pay for the items to be removed. The costs would have to be funded from the Parish Council's General Contingency Fund and a licenced contractor would have to be employed to remove it.

- *RESOLVED: The Clerk was instructed to obtain a quotation from Sevenoaks District Council for the removal of the items for consideration at the next meeting.*

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

(a) Footpath at the bottom of Dynes Road leading to Nightingale Road Recreation Ground

Email correspondence (tabled at the meeting) from a resident was noted. It was reported that the path is very muddy and a request was made for it to be cleared. Also there is a substantial amount of fly tipped items, including a door and a shopping trolley and plastic bottles, etc. scattered along the path. The path is not in the ownership of the Parish Council but it was agreed that this issue be raised at the next meeting to consider whether the Parish Council would fund the costs of removing the fly tipped items and for clearing the path.

18. **ANNUAL PARISH MEETING**

The Annual Parish Meeting will be held on Wednesday, **22<sup>nd</sup> March 2017.**

*8.48 p.m. Under the Public Bodies (Admission to meetings) Act 1960, the public and representatives of the press were 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.*

15. **PARISH COUNCILLOR REVIEW OF LEAVE OF ABSENCE**

Councillors reviewed the leave of absence granted to Mr. Dawes in October 2016.

- *RESOLVED: The Parish Council agreed to extend Mr. Dawes' leave of absence due to illness until the September 2017 Parish Council meeting.*

Councillors wished Mr. Dawes a speedy recovery and look forward to Mr. Dawes' return to the Parish Council in September 2017.

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

19. **DATE OF NEXT MEETING**

Wednesday, 19<sup>th</sup> April 2017

The meeting was closed at 8.57 p.m.

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