

## KEMSING PARISH COUNCIL

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### Minutes of the Annual General Meeting of the Parish Council held in the Small Hall, St. Edith Hall, Kemsing, on Wednesday, 17<sup>th</sup> May 2017 at 7.30 p.m.

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

IN ATTENDANCE: District Councillor Mr. S. Reay  
Mrs. Y. Tredoux (Clerk)

#### 1. ELECTION OF CHAIRMAN

Dr. Walker proposed, seconded by Mr. Andrews:

*"That Mrs. Cole be appointed as Chairman for the ensuing year."*

CARRIED unanimously

#### 2. ELECTION OF VICE-CHAIRMAN

Mrs. Cole proposed:

*"That Mr. Andrews be appointed as Vice-Chairman for the ensuing year."*

CARRIED unanimously

#### 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr. Buttifant, Mr. Dawes, Mr. Dillon and Mr. Eaton.

#### 4. MEMBERSHIP OF COUNCIL COMMITTEES

The appointment of Members to Council Committees for 2017/2018 was approved and the list will be appended to the minutes.

The suggestion to hold the Planning Committee meetings during office hours or on alternative days other than a Monday was discussed; however, it was agreed not to incorporate any of the suggested changes at this time. It may be reviewed again at a later date.

#### 5. APPOINTMENT OF REPRESENTATIVES

(a) Kemsing Allotment Holders Association : Mr. Buttifant

(b) Oxenhill Meadow & Shaw Management Committee : Mr. Bennett and Mr. Buttifant

(d) Churchyard Maintenance Committee : Chairman of the Parish Council, Chairman of the Finance Committee, Mr. Bennett and the Clerk.

(e) St. Edith Hall Management Committee

As Custodian Trustee of the Charity set up in 1962, Kemsing Parish Council, in accordance with the Governing Document, Indenture made 2<sup>nd</sup> June 1924, has the power to appoint 8 of the Trustees of the Charity.

The Parish Council noted a letter dated 11<sup>th</sup> May 2016 from the St. Edith Hall Management Committee, specifying the persons willing to be appointed for the ensuing year.

*The following nominations were accepted and the persons appointed as Trustees on the St. Edith Hall Management Committee:-*

Mrs. M. Cole, Mrs. M. Robarts, Mrs. M. Cowlard, Mr. B. Primarolo, Mr. P. Eaton, Dr. Walker and Mr. R. Dalton.

(f) Kemsing Downs Nature Reserve Advisory Group : The representatives proposed were Mr. Bennett, Mr. Buttifant and Mr. Burfield and would be appointed at the next Downland Management Committee Meeting as stipulated in the Terms of Reference of this Group

#### 6. COUNCIL AND COMMITTEE MEETINGS

The calendar of meetings for the ensuing year was approved.

**7. BUSINESS REQUIRED BY STATUTE**

(a) Review of Internal Audit

The Internal Audit review was carried out with no proposed changes.

(b) Statement of Internal Control

There were no proposed changes.

(c) Independent Internal Auditors' Report for the Year ended 31<sup>st</sup> March 2017

The Internal Auditors' Report was noted.

(d) Annual Return for Audit Commission – Annual Governance Statement Section 1

The Annual Governance Statement 2016/17, having been previously circulated, were noted and considered.

Dr. Walker proposed, seconded by Mrs. Cole:

*“That the Parish Council approves Questions 1 to 9 of the Governance Statement for the accounts ending 31<sup>st</sup> March 2017, as circulated.”*

*CARRIED* unanimously

(e) Statement of Accounts for the Year ended 31<sup>st</sup> March 2017

(i) The Accounting Statements were considered by the members meeting as a whole.

(ii) An amended Balance Sheet was tabled at the meeting. The amendment related to a transfer of £41,000 from the General Fund to the Reserve Fund. This was AGREED.

A second amendment was AGREED. Box 10 for the 2017/2018 financial year on the Annual Return Section 2 was amended from £151,346 to £351,346.

Dr. Walker proposed, seconded by Mrs. Cole:

*“That the Parish Council approves the Accounting Statement for the year ending 31<sup>st</sup> March 2016 as circulated, subject to the two amendments explained above.”*

*CARRIED* unanimously

(iii) The Accounting Statements were signed as agreed.

(f) Notice of Appointment of date for the Exercise of Electors' rights for viewing the accounts for the year ended 31<sup>st</sup> March 2017

The notices would be displayed on the Parish Council's notice boards in accordance with the Audit Commission Act 1998, Sections 15 and 16 and The Accounts and Audit (England) Regulations 2011 (SI 2011 NO 817).

(g) Appointment of Internal Auditor for the ensuing financial Year ending 31<sup>st</sup> March 2017

Mrs. Cole proposed:

*“That the Parish Council appoints Mrs. R. Banister as Internal Auditor for the Financial Year 2017/18.”*

*CARRIED* unanimously

(h) Review of charge for the provision of Council and Committee Agenda & Minutes

No changes were proposed to the current costs (£15.00 per annum for posted and £3.00 per annum for collected copies).

(i) Risk Assessment

The Parish Council reviewed the risk assessment and no changes were proposed.

(j) The Parish of St. Mary the Virgin, Kemsing – Annual Report & Financial Statements 2016

Copies are available on request from the Parish Clerk.

**8. DECLARATIONS OF INTERESTS**

There were no declarations of interest.

9. **DISTRICT COUNCILLORS REPORTS**

A brief report was received from District Councillor Reay who is now the Vice-Chairman for both the District Council's Audit Committee and CIL Board. Mr. Reay still serves on the Development Control and Scrutiny Committees.

No further updates were available on the proposed development for 225 dwellings on the land opposite Kemsing Library or the Post Office re-location.

Mr. Reay had received a number of complaints from residents concerned about vehicles parked on pavements and the problems this caused for other road users. Mr. Reay had made enquiries and the law on vehicles parked on a pavement is quite complex and not easily enforceable. Mr. Reay was looking into practical options to deal with this issue and suggested the Parish Council consider producing a leaflet to be placed on the perpetrators' vehicles in an attempt to try to educate drivers and to highlight the potential dangers for pedestrians and people using mobility vehicles who are forced to go onto the road as a result. The Parish Council had already placed an article in The Well magazine asking people to park more considerately.

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

There were no questions from the public or press.

11. **MINUTES**

Mrs. Cole proposed:

"That the Parish Council approves the minutes of the meeting held on 15<sup>th</sup> March 2017, Ref KPC/03/2017, previously circulated."

*CARRIED* unanimously

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

(a) Park Lane Nature Reserve Area & Fairfield Close Area (Minute 6(a) KPC/04/2017)  
Progress is being made and a meeting will be arranged soon with a Land Surveyor.

(b) Electricity supply for tennis court car park lights (See Minute 6(b) KPC/04/2017)  
Mr. Burfield reported that there was no update at this time.

*8.09 p.m. Mr. Lang briefly left the meeting.*

(c) Fencing at Nightingale Road Recreation Ground (Minute 6(c) KPC/04/2017)  
Mrs. Cole explained difficulties in obtaining the relevant information from the utility companies regarding their underground services. Although the initial responses showed that no services are present, there are at least eight manhole covers on the Parish Council's land. The Working Group met last week and discussed the issues. The latest suggestion now is that these manholes might be for surface water drainage from the highway. In order to establish this, the Clerk had logged an enquiry with Kent Highways and Transportation who confirmed that they had no utilities in the area. A suggestion was made that we employ someone (appropriately insured) to lift the covers to try to ascertain the direction to which the drainage point, but this suggestion was rejected.

- *The Clerk was asked to arrange a site visit with the Kent Highways and Transportation Drainage Team in order to discuss the matter further.*

*8.11 p.m. Mr. Lang returned to the meeting.*

(d) Request for a memorial to SGT Pilot Jack Hammerton (Minute 6(e) KPC/04/2017)  
A formal letter from the Shoreham Aircraft Museum transferring ownership of the memorial stone was tabled at the meeting.

- *The Parish Council AGREED to formally accept the gift.*

(e) Interactive speed warning sign at Childsbridge Lane, Kemsing (Minute 6(f) KPC/04/2017)  
The matter was deferred to the next meeting.

- (f) Small Business Rate Relief (Minute 6(i) KPC/04/2017)  
A reply from the District Council was still awaited.
- (g) 20mph Speed Limit request (Minute 6(k) KPC/04/2017)  
The working group's first meeting would take place on Monday, 22<sup>nd</sup> May 2017.
- (h) Bus time table changes (Minute 7 KPC/04/2017)  
Kent County Council's reply was awaited.
- (i) Double yellow line restrictions at junction with West End/St. Edith Road (Minute 10 KPC/04/2017)  
Kent Highways and Transportation's response was noted. Unfortunately the Parish Council's request was rejected by reason that the crash data analysis did not justify the implementation of any safety improvements at this location.
- (j) Village notice board at Heaverham (Minute 8 KPC/04/2017)  
The Clerk would arrange for the notice board to be removed.
- (k) St. Mary's Church hall replacement (Minute 14(a) KPC/02/2017)  
The St. Mary's Church Parochial Church Council (PCC) confirmed that Wealden Homes had no objection to allow a temporary vehicular access during the construction of a new hall. Dr. Walker said that the PCC was advised to obtain written support from the Parish Council and St. Edith Hall Management Committee to allow for the temporary access across the village car park. The PCC would make this request in writing and so Dr. Walker suggested the Parish Council takes no further action for the moment. The Parish Council would like to have sight of the approval from Wealden Homes.
- (l) Village parking (Minute 7(e) KPC/01/2017)  
The Parish Council noted further email correspondence dated 3<sup>rd</sup> May 2017 wherein a concerned resident highlighted problems with parked vehicles blocking the sight line at the junction with Montfort Road and Castle Drive. The Clerk confirmed that PCSO Harwood had visited the site, but at the time there were no problems. The Clerk asked PCSO Harwood to look into this further, and this was agreed. The Clerk also suggested to the resident to contact the Neighbourhood Policing Team directly.  
➤ *RESOLVED: The Parish Council agreed that this is beyond its remit and that the matter, as it has been referred to the Police, is now closed.*

13. **DONATIONS & SUBSCRIPTIONS**

- (a) Oxenhill Woods Nature Event 22<sup>nd</sup> July 2017  
A request for financial assistance to help fund a planned event to celebrate the 20<sup>th</sup> Anniversary of the Oxenhill Shaw Woodland between Kemsing and Otford was considered. Reference was made to a similar event held two years ago. It would seem that Kemsing residents had not been made aware of this and it was suggested that the Clerk ask the Oxenhill Shaw Committee to better publicise the event..  
Mrs. Cole proposed:  
*"That the Parish Council makes a financial contribution of £100 for the Oxenhill Woods Nature Event."*  
CARRIED 7 in favour, 2 abstentions
- (b) Kent Surrey Sussex Air Ambulance  
A letter of appreciation in recognition of the Parish Council's recent donation was noted.

14. **LAND TO THE REAR OF FOUR PROPERTIES AT FAIRFIELD CLOSE, KEMSING**

Sevenoaks District Council's Environmental Team had asked the Parish Council to arrange for pest control treatment on the land at the rear of 19 to 25 Fairfield Close following reports of vermin in the area.

The Parish Council concluded that rats are everywhere and is not exclusive to this area.

- *It was AGREED that this is not an isolated incident and that the Parish Council would therefore not take any further action.*

**15. ACCOUNTS FOR PAYMENT**

Dr. Walker proposed, seconded by Mr. Lang:

*“That the Parish Council approves the list of payments (Vouchers 11 to 35) and notes the list of receipts (Vouchers 1 to 4)”.*

CARRIED unanimously

**16. COMMITTEE REPORTS**

(a) Planning Committee

Mr. Andrews proposed, seconded by Mrs. Cole:

*“That the Parish Council notes the minutes of the meeting held on 10<sup>th</sup> April 2017, Ref No P/06/2017”.*

CARRIED unanimously

Mr. Andrews proposed, seconded by Mrs. Cole:

*“That the Parish Council notes the minutes of the meeting held on 24<sup>th</sup> April 2017, Ref No P/07/2017”.*

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 5<sup>th</sup> April 2017, Ref No DM/03/2017”.*

CARRIED unanimously

9.37 p.m. Dr. Walker briefly left the meeting.

**17. CONSULTATIONS**

(a) South Eastern Rail Franchise Consultation

The Department for Transport's consultation was noted.

9.40 p.m. Dr. Walker returned to the meeting.

**18. INFORMATION REPORTS**

(a) Chairman's Report

There was no report.

(b) Reports from Councillors

There were no reports.

(c) Publications for information

\* Kent Association of Local Councils Sevenoaks Area Meeting.

**19. COMMON FIELD RECREATION GROUND TRUST**

(a) Charity Commission

The Annual Return of Income and Expenditure for the year 2016 was sent to the Charity Commission on 21<sup>st</sup> January 2017.

(b) Income and Expenditure for the Year 2016/17

The Trust is asked to note the Statement of Accounts for the year 2016/17.

The sheet would be amended to take note of the two dividend cheques received but which could not be cashed.

The Clerk would make enquiries to find out if there is a missing dividend payment of around £40. It is likely that this can be attributed to the £40 admin management charge which the Broker's had imposed.

(c) Annual Report 2016/17

The Chairman would sign the Annual Report subject to the following amendment:  
Last paragraph, first line : Replace "Treasury Stock" with "Investment Trusts".

(d) 2016/17 Contribution towards Maintenance of the Common Field

The Trust agreed to contribute £400 towards the maintenance of the Common Field in 2016/2017.

(e) 2017/18 Contribution towards Maintenance of the Common Field.

Mr. Andrews proposed, seconded by Mrs. Cole:

*"That the Trustee AGREED to make a contribution of £400 for 2017/2018".*

*CARRIED* unanimously

(f) Reports

Reference (Minute 6(d) KPC/04/2017)

The Parish Council noted correspondence received from Redmayne Stockbrokers, advising the procedure to rectify the problems with the certificates issued and also the dividends.

*The Parish Council AGREED to accept the Broker's suggestion on how to proceed. In terms of the mandates to be signed to arrange for the dividends to be paid into the Trust's bank account electronically, the Parish Council agreed that any Councillor would be authorised to sign this.*

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

There were no matters raised.

21. **DATE OF NEXT MEETING**

Wednesday, 14<sup>th</sup> June 2017

The meeting closed at 8.45 p.m.

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