

## 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> November 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

IN ATTENDANCE: Mrs. Y. Tredoux (Clerk)

Mrs. Cole welcomed everyone to the meeting and reported that former Parish Councillor Mr. R. Dawes had sadly passed away earlier today.

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Dr. P. Walker and Mrs. R. Wedderburn-Day, District Councillor Mr. S. Reay and County Councillor Mr. R. Gough.

2. **DECLARATIONS OF INTERESTS**

There were no declarations of interest received.

3. **DISTRICT & COUNTY COUNCILLOR REPORTS**

There were no reports.

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

There were no questions.

5. **MINUTES**

Mrs. Cole proposed from the Chair:

*"That the minutes of the meeting held on 18<sup>th</sup> October, Ref KPC/10/2017 be approved subject to the inclusion of Mr. M. Hudson as being present at the meeting."*

*CARRIED* unanimously

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

(a) Park Lane Nature Reserve Area & Fairfield Close Area (Minute 6(b) KPC/10/2017)

The report of the Working Group meeting was noted. The Chartered Surveyor had undertaken a preliminary review of the land free of charge but indicated that more detailed investigations would be subject to fees being applied. Concern about a potential restriction issue with the access was raised at the meeting, however this was unconfirmed and the searches would highlight any problems in any event.

*RESOLVED: It was agreed that the Group proceeds with obtaining professional advice on the potential land usage and value subject to the fees not exceeding £1,500.*

(b) Interactive speed warning sign at Childsbridge Lane, Kemsing (Minute 6(c) KPC/10/2017)

Mr. Gough informed the Clerk that he was pursuing the issue.

(c) Common Field Recreation Ground Trust (Minute 6(d) KPC/10/2017)

The issue is being progressed and a dividend cheque in the Trust's name had now been received from one registrar. The other was awaited.

(d) Post Office closure (Minute 6(e) KPC/10/2017)

A second letter had been sent.

- (e) Reform of Data Protection Legislation (Minute 7 KPC/10/2017)  
The update from the Kent Association of Local Councils (KALC) was noted. KALC was planning to hold workshops on the issue.
- (f) Electricity supply for tennis court car park lights (Minute 12(b) KPC/05/2017)  
Mr. Burfield had contacted two electricians to install a new solar timer for the car park lights electricity supply, but neither had experience in setting up and fitting these devices. Having purchased a new timer and managed to successfully set it up, Mr. Burfield offered to personally disconnect the old timer and install the new device in the electricity supply box. The new timer does not require adjusting as the previous one does; thus saving the Clerk's time and Mr. Burfield's (who has kindly offered to adjust the existing timer about three times a year). The new device is also equipped with a battery which lasts for up to three days in the event of power cuts. Although a qualified and experienced electrical engineer, Mr. Burfield does not have the certification to carry out electricity repairs or improvements and the Clerk expressed concern that the Parish Council's public liability insurance would not cover this activity.

Mr. Andrews proposed, seconded by Mr. Bennett:

*"That the Parish Council accepts and approves Mr. Burfield's offer to personally remove the old timer and to fit the new device, subject to written confirmation from the Parish Council's Insurance company that this activity is allowed and that it would not invalidate the Parish Council's insurance cover."*

*CARRIED* unanimously

#### 7. **KENT POLICE SPEED WATCH**

Correspondence from Kent Police regarding Community Speedwatch groups was noted. Kent Police and the District Council are working with Parish Councils to enable them to set up Community Speed Watch Groups.

*RESOLVED: The Clerk was instructed to invite Kent Police's Community Speedwatch Manager to the February 2018 Parish Council meeting to discuss available options and costings.*

#### 8. **COMMUNITY FACE BOOK PAGE**

Comments from a resident asking the Parish Council to include a link to this site from the Parish Council's website was noted but following consideration thereof Councillors concluded not to approve the request. The Clerk was asked to inform the resident accordingly.

Mr. Burfield proposed:

*"That the Parish Council invites village groups and organisations who wish to publish their contact details and/or links to their websites on the Parish Council's website. All requests would be considered by the Parish Council individually and approval would be at the Parish Council's discretion."*

*5 in favour, 5 against*

*There being an equality of votes the Chairman gave a casting vote which was "against" and the proposal FELL.*

#### 9. **PARISH COUNCIL TRANSPARENCY**

Comments from a resident regarding information being available to the public were noted. In particular reference was made to the Transparency Code for Smaller Authorities, which applies to Smaller Authorities. The Clerk advised that Parish Councils with a turnover up to £25,000 are subject to the Code, which is not mandatory for Parish Councils with a turnover over £25,000 because they are still subject to an external audit, which Smaller Authorities are not.

*The Clerk was asked to inform the resident accordingly.*

#### 10. **PENSIONS REGULATOR**

Employers' minimum contributions increase from 1% to 2% on 6<sup>th</sup> April 2018 and to 3% on 6<sup>th</sup> April 2019.

11. **KALC COMMUNITY AWARDS SCHEME**

The Scheme identifies a person or group within the community that has made a significant contribution to the local community. Deadline for nominations is Friday, 26<sup>th</sup> January 2018.

12. **DONATIONS & SUBSCRIPTIONS**

(a) Kemsing Over 60's Club

Mr. Eaton proposed, seconded by Mrs. Cole:  
*"That the Parish Council makes a donation of £200".*  
CARRIED unanimously

13. **ACCOUNTS FOR PAYMENT**

(a) Mr. Eaton proposed, seconded by Mrs. Cole:  
*"That the Parish Council approves the list of payments (Vouchers 159 to 185) and Bank transfers from Bank 1 to Bank 2 and Bank 1 to Bank 5 and to note the list of receipts".*  
CARRIED unanimously

14. **COMMITTEE REPORTS**

(a) Planning Committee

Mr. Andrews proposed, seconded by Mr Burfield:  
*"That the Parish Council notes the minutes of the meeting held on 9<sup>th</sup> October 2017, Ref No P/18/2017".*  
CARRIED unanimously

Mr. Andrews proposed, seconded by Mr. Burfield

*"That the Parish Council notes the minutes of the meeting held on 23<sup>rd</sup> October 2017, Ref No P/19/2017.*

Attention was drawn to Minute 11(a) which recommends that the full Council carry out a review of the allotments.

It has come to light that some of the properties in Cleves Road with gardens adjoining the allotments might not have clear boundaries; at one property a boundary fence had been removed completely. Although the Parish Council is responsible for providing allotments, it no longer had a representative on the Allotment Holders' Association. It was recommended that a full allotment review was undertaken by the Recreation Grounds Committee. This is not in the remit of the Recreation Grounds Committee and therefore the Parish Council is required to amend the Committee's Terms of Reference contained within the Standing Orders. As per Standing Order 41 (b), "A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council".

A discussion around the boundary fences responsibility resulted in the Parish Council concluding that this responsibility lie with the property owners and not the Parish Council. The reason for this was that the properties were there before the allotments.

*RESOLVED: That the Standing Orders be amended accordingly at the February Parish Council meeting".*

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 6<sup>th</sup> September 2017, Ref No DM/05/2017".*  
CARRIED unanimously

- (c) Recreation Grounds Committee  
Mr. Dillon proposed, seconded by Mr. Lang:  
“That the Parish Council notes the minutes of the meeting held on 13<sup>th</sup> September 2017, Ref No RG/05/2017, including the following recommendation (Minute 3):  
That the Parish Council communicates with the site manager of the development at Barnfield Crescent to obtain their written agreement to repair the green when the development is completed”.
- RESOLVED: The work has not yet started and Councillors were asked to inform the Clerk when the building work starts in order for the Clerk to proceed with this proposal”.*  
*CARRIED* unanimously

15. **CONSULTATIONS**

- (a) Kent County Council Draft Budget Strategy  
Deadline for comments is 3<sup>rd</sup> December 2017 – this was noted.
- (b) Boundary Commission’s parliamentary constituencies’ review  
The Parliament has decided to reduce the number of constituencies, and MPs from 650 to 600.  
Deadline for comments is 11<sup>th</sup> December 2017 – this was noted.
- (c) Kent Fire & Rescue Service – Safety and Well-Being Plan and Council Tax Consultation  
Deadline for comments is 15<sup>th</sup> January 2018 – this was noted.

16. **INFORMATION REPORTS**

- (a) Chairman’s Report  
*Noah’s Ark Residents’ Association* – Letter of appreciation received for the Parish Council’s financial contribution towards the insurance cover for the Christmas tree event.
- (b) Reports from Councillors  
There were no reports.
- (c) Publications for information  
\* *KALC* - September Parish Newsletter
- (d) General information reports  
*West Kent Community Led Housing Hub* – Information about Community Land Trusts which can provide affordable homes for local people was noted. It was suggested that the Parish Council approach the Hub to discuss potential use of Fairfield Close for affordable housing.  
*RESOLVED: The Clerk to arrange a meeting with a representative from the Housing Hub.*

17. **MATTERS TO BE RAISED AT THE NEXT MEETING**

18. **DATE OF NEXT MEETING**  
Wednesday, 17<sup>th</sup> January 2018

The meeting was closed at 8.45 p.m.