

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, 18th April 2018 at 7.30 p.m.

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

IN ATTENDANCE: Mrs. Y. Tredoux (Clerk)

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mr. P. Dillon and Dr. P. Walker 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 from the public or press.

5. **MINUTES**

Mrs. Cole proposed:

"That the Parish Council approves the minutes of the meeting held on 21st March 2018, Ref KPC/03/2018".

CARRIED unanimously

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

(a) Interactive speed warning sign at Childsbridge Lane, Kemsing (Minute 6(b) KPC/11/2017)

Kent County Council had concluded their speed check data analysis and subsequently approved the installation of a new interactive speed warning sign, funded by a generous donation from County Councillor Mr. Gough's Members Fund.

(b) Speedwatch Scheme (Minute 7(a) KPC/02/2018)

The Parish Council's invitation for residents to make their views known at the Annual Parish Meeting regarding a proposed Speedwatch Scheme in Kemsing attracted little interest other than from the Noah's Ark Residents' Association (NARA) representatives, who were keen to continue with the existing Speedwatch Group in Noah's Ark.

Seal Parish Council had agreed to make available their equipment to the NARA Speedwatch Group at a cost of £25 per week, four weeks per year, and the Parish Council was asked to fund this.

Mr. Bennett proposed, seconded by Mr. Eaton:

"That the Parish Council pays the hire costs to Seal Parish Council on behalf of NARA for up to four Speedwatch weekly sessions per year at £25 per session".

AGREED: Funds to be paid from the Council's General Contingency Fund in accordance with the Local Government Act 1972, Section 137.

(c) Park Lane Nature Reserve Area & Fairfield Close Area (Minute 6(b) KPC/03/2018)

No further update at the moment.

- (d) Reform of Data Protection Legislation (Minute 2(c) KPC/03/2018)
The Clerk had completed the first stage of carrying out a personal data audit. The next stage is to prepare a detailed analysis of personal data held, consent forms to be drafted, a privacy notice and relevant policies to be written and adopted by the Council. The Clerk was working on this and would report at the next meeting. Information received from the Society of Local Council Clerks advised that the Information Commissioner had not yet confirmed whether Clerks could take on the role of Data Protection Officers.
- (e) Bus time table (Minute 7(a) KPC/03/2018)
AGREED : No further action to be taken.
- (f) Damaged stone wall at horse trough (Minute 11(a) KPC/03/2018)
A site meeting is awaited with a builder representing the company who was responsible for the damage.
- (g) Milestone (way marker) at Pilgrims Way (Minute 8(g) KPC/02/2018)
Historic England advised Kent County Council, who is the legal owner of the stone, had accepted responsibility for its replacement and it is understood that the Highways and Transportation division would contact the Parish Council to arrange this. It has been three weeks and no response from KCC had been received.
It was suggested that the Parish Council asks County Councillor Mr. Gough's assistance to progress this matter.

7. **NEW MATTERS FOR CONSIDERATION**

- (a) Annual Parish Meeting
The draft minutes were noted.
- (b) Defibrillator
A paper from the Community Heartbeat Trust regarding guidelines on best practice concerning community defibrillators, in particular the duty of care in terms of governance of providing a defibrillator and legal aspects thereof, was noted.
A suggestion to inform all St. Edith Hall users and perhaps village organisations of the defibrillator was not taken forward as most hall users such as the Boxing Club and Lunch Club as well as the WI are already aware. An informal arrangement for the defibrillator to be checked every couple of months is in place between the Parish Council and a Member of the Community First Responders Sevenoaks Team.
- (c) Land to the South of Childsbridge Lane/Cleves Road
Comments from a resident about the future use of the land and possible development for housing as well as a suggestion for the Parish Council to purchase the land were noted. Following a brief discussion Mr. Bennett proposed, seconded by Mrs. Cole:
"That the Parish Council has no intention to purchase any additional land at the moment and that the Parish Council cannot influence what action landowners take on their own land."
CARRIED unanimously

The Chairman objected to the current procedure where personal data from individuals are redacted from correspondence prior to circulation to Councillors. The Clerk explained this action was as a result of the guidance on the new Data Protection Regulations and that the information cannot be shared unless explicit consent from the individuals had been obtained, and in the absence of such consent forms, the best practice guidelines were adopted by the Clerk for the time being in order to comply with the new regulations. The Clerk further explained that the consent forms, policies and privacy notices had to be first approved by the Parish Council and we have not reached this stage yet. The Chairman insisted that personal data such as the name and address should be made available to Councillors to assist with their decision making process. This view was echoed by some Councillors. The Clerk reminded Councillors this could not be debated any further as it had not been included on the agenda and suggested it is deferred to the next meeting for a full discussion.

8. **COMMITTEE REPORTS**

(a) Planning Committee

Mr. Andrews proposed, seconded by Mr. Burfield:

"That the Parish Council notes the minutes of the meeting held on 26th March 2018, Ref No P/04/2018".

CARRIED unanimously

Mr. Andrews proposed, seconded by Mr. Burfield:

"That the Parish Council notes the minutes of the meeting held on 9th April 2018, Ref No P/05/2018, and to ratify the Committee's recommendation to the full Council (reference Minute 9(b)) that the Parish Council contacts St. Clere Estate to discuss the finer details of their planning proposals to be submitted to Sevenoaks District Council at the end of the year".

CARRIED unanimously

(b) Recreation Grounds Committee

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

"That the Parish Council notes the minutes of the meeting held on 4th April 2018, Ref No RG/02/2018 and approves the Committee's recommendations to the full Council, reference Item 2(h) that the Parish Council adopts the policy and statement for the Council's website, as circulated, relating to the use of the Parish Council's Recreation Grounds".

CARRIED unanimously

9. **CONSULTATIONS**

There were no consultations.

10. **FINANCIAL MATTERS**

(a) Accounts for payments & receipts

Mr. Eaton proposed, seconded by Mrs. Cole:

"That the Parish Council approves the list of payments (Vouchers 288 to 301) and list dated 18th April 2018 as circulated and to note the list of receipts".

CARRIED unanimously

(b) Donations and Subscriptions

North & West Kent Citizens Advice Bureau – Mr. Eaton proposed, seconded by Mrs. Cole:

"That the Parish Council makes a financial contribution of £300".

CARRIED unanimously

11. **INFORMATION REPORTS**

(a) Report from Chairman

Notice board at Heaverham – Mrs. Cole reported that St. Clere Estate had installed a new notice board at Heaverham. The Clerk would convey the Parish Council's appreciation to the Estate for this kind gesture.

(b) Reports from Parish Councillors

Litter at Chalky Way (Public Right of Way leading off from junction with Childsbridge Lane and Pilgrims Way (PROW)) – Mrs. Wedderburn-Day asked if something could be done to alleviate the litter problem along the PROW, particularly near the field gate which leads to the Reservoir.

A suggestion was made to add this area to the Litter Warden's litter picking schedule. If this was not possible, it was agreed to substitute this area with another from the list, thus alternating between the two sites. *The Clerk would contact the Litter Warden to discuss this possibility.*

Following a brief discussion regarding litter in general on both roads and Parish Council owned land it was concluded that a full review should be undertaken.

The Clerk would arrange for this to take place in the next few months.

Annual Parish Meeting attendance – Mr. Hudson was disappointed with the low attendance at the meeting this year despite the notice being placed on the village notice boards, website and included in The Well magazine. Mr Hudson asked the Parish Council to consider ways of appealing to more residents to attend. For example, a neighbouring Parish Council has a Community Award ceremony recognising the work local people had done over the past year with a presentation at the Annual Parish Meeting.

Possible reasons for the lack of interest in attending the Annual Parish Meeting were put forward. These included the notice of the meeting now being included in The Well magazine (perhaps many residents don't take the time to read the magazine) as opposed to the special leaflet handed through every letterbox in previous years, perhaps the time of the year influenced the number of people attending or it could be assumed that residents had no concerns to raise.

(c) General information

Sevenoaks Volunteer Transport Group – A letter of appreciation for the Parish Council financial support was received.

Parish Council website – A comment regarding the search facility on the Parish Council's website was noted.

UK Powernetworks Newsletter for Parish Councils – This was noted.

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

There were no matters raised.

13. **DATE OF NEXT MEETING**

Wednesday, 16th May 2018 (Annual General Meeting).

The meeting closed at 9.00 p.m.

Signed by Chairman : Date: