

KEMSING PARISH COUNCIL

Clerk's Office, St. Edith Hall, Kemsing, Sevenoaks, Kent, TN15 6NA, Tel : 01732 762841,
E-mail: kemsingpc@tiscali.co.uk

Minutes of the Annual General Meeting of the Parish Council held in the Small Hall, St. Edith Hall, Kemsing, on Wednesday, 16th May 2018 at 7.30 p.m.

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

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

1. **ELECTION OF CHAIRMAN**

Mrs. Robarts proposed, seconded by Mrs. Wedderburn-Day:
"That Mrs. Cole be appointed as Chairman for the ensuing year".
CARRIED unanimously

2. **ELECTION OF VICE-CHAIRMAN**

In Mr. Andrews' absence, Mrs. Cole proposed:
"That Mr. Andrews be appointed as Vice-Chairman for the ensuing year, subject to Mr. Andrews' acceptance of the position".
CARRIED unanimously

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr. A. Andrews, Mr. B. Buttifant, Mr. P. Dillon and Mr. P. Eaton.

4. **MEMBERSHIP OF COUNCIL COMMITTEES**

The Membership of Council Committees for 2018/2019 were approved as circulated.

5. **APPOINTMENT OF REPRESENTATIVES**

The following appointments were approved:

- (a) Kent Association of Local Councils (1) - None
- (b) Oxenhill Meadow & Shaw Management Committee (2) – Mr. Buttifant and Mr. Dillon (subject to Mr. Dillon's agreement)
- (c) Churchyard Maintenance Committee (4) – Chairman of the Parish Council, Chairman of the Finance Committee, Mr. Bennett and the Clerk.
- (d) St. Edith Hall Management Committee (SEHMC)
The appointment of Trustees as per letter dated 8th May 2018 from the SEHMC was approved.
- (e) The Kemsing Downs Nature Reserve Advisory Group Members (3) would be recommended by the Downland Management Committee (*to be ratified by the Parish Council*)

6. **COUNCIL AND COMMITTEE MEETINGS**

The calendar of meetings for the ensuing year was approved subject to one minor amendment.

7. **BUSINESS REQUIRED BY STATUTE**

- (a) Review of Internal Audit
The document was reviewed and approved subject to two minor amendments as agreed.
- (b) Statement of Internal Control
The document was reviewed with no proposed changes.

- (c) Independent Internal Auditors' Report for the Year ended 31st March 2018
The Internal Auditors' Report was noted.
- (d) Annual Return for Audit Commission – Annual Governance Statement
The Annual Governance Statement 2017/2018, having been previously circulated, were noted and considered.
- Mrs. Cole proposed:
“That the Parish Council approves Questions 1 to 9 of the Governance Statement for the accounts ending 31st March 2018, as circulated.”
CARRIED unanimously
- (e) Statement of Accounts for the Year ended 31st March 2018
- (i) The draft statement of accounts for the year ending 31 March 2018 were considered by the meeting as a whole.
- (ii) Mrs. Cole proposed:
“That the Parish Council approves the Accounting Statement for the year ending 31st March 2018 as circulated”.
CARRIED unanimously
- (iii) The Accounting Statements were agreed and signed by the Chairman and the Clerk.
- (f) Notice of Appointment of date for the Exercise of Electors' rights for viewing the accounts for the year ended 31st March 2018
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 31st March 2018
Mrs. R. Banister was appointed as Internal Auditor for the Financial Year 2018/19.
- (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 collected).
- (i) Risk Assessment
The Risk Assessment was updated with a number of amendments proposed and approved.
- (j) The Parish of St. Mary the Virgin, Kemsing – Annual Report & Financial Statements 2017
The report was received.

8. **DECLARATIONS OF INTERESTS**

There were no declarations of interest received.

The meeting was adjourned to receive the following reports.

9. **DISTRICT & COUNTY COUNCILLOR REPORTS**

District Councillor Mr. Reay:

Sevenoaks District Council (SDC) had balanced a ten year budget, an achievement still unique within Local Government. SDC had received two awards from CiPFA (Chartered Institute of Public Finance and Accountancy); their Grand Prix prize and the highest accolade in Local Government, the Council of the Year. SDC had increased their public health work involvement and had achieved the Gold Award for Transformation in Health and Social Care. All these achievements had been reached despite a backdrop of decreasing in Government funding to the tune of £5m. Through making significant savings, whilst protecting frontline services, growing its property portfolio, and doing things differently, SDC had put itself in the best possible position for years to come. SDC is now the only Council in Kent to collect both rubbish and recycling every week. They also have the least number of decisions turned over by the Planning Inspectorate at appeal. The Emerging Local Plan is the largest single piece of work that the District Council is currently undertaking.

This project looks at the provision of land for housing and jobs over the next 20 years. The draft strategy would be published in June for consultation.

8 p.m. Mr. Reay was thanked for his report and left the meeting.

County Councillor Mr. Gough:

The installation of the interactive speed sign in Childsbridge Lane was in hand. Kent County Council (KCC) had set aside some £7m for pothole repairs. Mrs. Cole asked if the road surface in St. Edith Road, leading to Noah's Ark Road could be improved. Church Lane in Seal was also mentioned. This year Kent had seen 90% of Primary School pupils being offered their first choice and 98% of Primary School pupils being offered one of their three school choices.

Mr. Gough was thanked for his report and the meeting was reconvened.

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 18th April 2018, Ref KPC/04/2018".

CARRIED unanimously

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

(a) Interactive speed warning sign at Childsbridge Lane, Kemsing (Minute 6(a) KPC/04/2018)

The installation of the sign is awaited.

(b) Park Lane Nature Reserve Area & Fairfield Close Area (Minute 6(c) KPC/04/2018)

A meeting of the Working Group would be arranged.

(c) Reform of Data Protection Legislation (Minute 6(d) KPC/04/2018)

The Clerk was still in the process of completing the data audit and would prepare the necessary draft consent forms and policies for consideration at a future meeting. Meanwhile it was noted that the Government was considering exempting Parish and Town Councils from appointing a Data Protection Officer.

(d) Damaged stone wall at horse trough (Minute 6(f) KPC/04/2018)

A site meeting with the transport company's builder was held and it was agreed that the wall should be repaired. The details of the materials, etc. were discussed at the site meeting, which was attended by three Members of the Downland Management Committee and the Clerk. Email correspondence from the transport company dated 10th May was noted and it was agreed that no action was necessary in this respect.

(e) Milestone (way marker) at Pilgrims Way (Minute 6(g) KPC/04/2018)

A response from Kent County Council Highways and Transportation was awaited. The Clerk would chase up.

13. **NEW MATTERS FOR CONSIDERATION**

(a) Telephone box in Noah's Ark

A request from the Noah's Ark Residents' Association for the refurbishment, including painting and new windows, of the telephone box was noted.

It was AGREED to defer this item for consideration at the next meeting.

(b) Green Belt Policy

Mr. Bennett's report on the possible changes to the Green Belt designation in Kemsing parish was noted. A draft letter to the local Planning Authority, making clear Kemsing Parish Council's position on development in the Green Belt, did not receive full support from the Council at this time. Most Councillors agreed with the principle but not the exact wording. Following a detailed discussion it was agreed that the draft letter would be amended by the Planning Committee at the next meeting.

The letter should set out the Parish Council's statement and re-inforce its position on Green Belt development which is that the Parish Council continues to support the current Green Belt policy adopted by the District Council as it has done for the past fifteen years and that the Parish Council is keen not to see any changes to the policy.

The amended draft letter would then be signed off at the June Parish Council meeting.

8.33 p.m. The meeting was adjourned and Mr. Gough made a further report on the statistics for Primary School places.

8.36 p.m. *Mr. Gough left the meeting and the meeting was reconvened.*

14. **COMMITTEE REPORTS**

(a) Planning Committee

Mr. Burfield proposed, seconded by Mrs. Cole:

"That the Parish Council notes the minutes of the meeting held on 23rd April 2018, Ref No P/06/2018".

CARRIED unanimously

15. **CONSULTATIONS**

There were no consultations.

16. **FINANCIAL MATTERS**

(a) Accounts for payments & receipts

Dr. Walker proposed, seconded by Mrs. Cole:

"That the Parish Council approves the list of payments (as circulated) and notes the list of receipts (as circulated)".

CARRIED unanimously

(b) Donations and Subscriptions

West Kent Mediation – A request for a financial donation for the charity was considered.

Dr. Walker proposed, seconded by Mr. Burfield:

"That the Parish Council rejects the request for a financial contribution".

CARRIED unanimously

Kent Association of Local Councils – It was unanimously agreed to renew the annual subscription at a cost of £1,188-68 (VAT not included).

17. **COMMON FIELD RECREATION GROUND TRUST**

(a) Charity Commission

The Annual Return of Income and Expenditure update 2017 had been submitted to the Charity Commission on 29th January 2018.

(b) Income and Expenditure for the Year 2017/18

The Statement of Accounts for the year 2017/18 was noted.

(c) Annual Report 2017/18

The Chairman was asked to sign the Annual Report.

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

The Trust had agreed to contribute £400 towards the maintenance of the Common Field in 2017/2018.

(e) 2018/19 Contribution towards Maintenance of the Common Field.

Dr. Walker proposed, seconded by Mr. Bell:

"The Trust agreed to make a contribution of £400 for 2018/2019".

CARRIED unanimously

(f) Reports

There was no further information.

18. **INFORMATION REPORTS**

(a) Report from Chairman

There was no report from the Chairman.

(b) Reports from Parish Councillors

Mr. Hudson (who was absent from the informal meeting with St. Clere Estate), asked for a brief summary of the meeting. The Chairman made a short report.

(c) General information

Notice of road closure order – An order for a temporary road closure order closing West End between 12 noon to 1.15pm on Saturday, 23rd June 2018, was received from Sevenoaks District Council for the Village Fete Parade. The Parish Councillors had grave concerns about the potential impact this road closure may have on a significant number of residents, not only those who reside in Spring Head Road, Copperfields, Treetops, Dippers Close and Orchard Way as well the whole of the stretch of road of West End, but also the impact on the wider community. There seemed to be a lack of communication with the village about the closure. Questions were also raised about the safety of participants.

The Clerk was instructed to convey the Parish Council's concerns to the District Council.

19. **DATE OF NEXT MEETING**

Wednesday, 20th June 2018

The meeting closed at 8.53 p.m.

Signed by Chairman : Date: