

## KEMSING PARISH COUNCIL

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### **Minutes of the Annual General Meeting of Kemsing Parish Council held in the Small Hall, St. Edith Hall, High Street, Kemsing on Wednesday, 15<sup>th</sup> May 2019 at 7.35 p.m.**

PRESENT: Mr. D. Bennett (in the Chair)  
Mr. A. Andrews, Mr. M. Bell, P. Burfield, Mr. B. Buttifant, Mrs. J. Chisholm,  
Mr. C. Connelly, Mr. P. Dillon, Mr. P. Eaton, Mr. M. Hudson, Mrs. M. Robarts,  
Dr. P. Walker, Mrs. R. Wedderburn-Day

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

Mr. Andrews (outgoing Vice-Chairman), in the absence of Mrs. M. Cole (outgoing Chairman), welcomed everyone and opened the meeting. All Councillors present signed the Declaration of Acceptance of Office forms.

#### 1. **ELECTION OF CHAIRMAN**

Dr. Walker proposed, seconded by Mr. Eaton:  
*"That Mr. Bennett be appointed as Chairman for the ensuing year".*  
CARRIED unanimously

Mr. Bennett duly signed the Declaration of Acceptance of Office as Chairman and took the Chair.

#### 2. **ELECTION OF VICE-CHAIRMAN**

Mrs. Robarts proposed:  
*"That Mr. Andrews be appointed as Vice-Chairman for the ensuing year".*  
There being no seconder, the motion *FELL*.

Mr. Bennett proposed, seconded by Mr. Dillon:  
*"That Dr. Walker be appointed as Vice-Chairman for the ensuing year".*  
CARRIED by a majority

#### 3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from District Councillor Mrs. D Morris and County Councillor Mr. R. Gough.

#### 4. **DECLARATIONS OF INTERESTS**

There were no declarations of interest received.

Mr. Bennett thanked Mrs. Cole for her contribution to the Council as Councillor and Chairman over many years.

Mr. Bennett also thanked Mr. Andrews for his contribution to the Council as Vice-Chairman for many years, and for supporting Mrs. Cole in her role.

Mr. Bennett thanked Mr. R. Lang (who had not been re-elected as Parish Councillor), for his contribution to the Council as Parish Councillor for the past 8 years and wished Mr. Lang and his family good wishes for the future.

Mr. Bennett welcomed the newly elected Members, Mrs. J. Chisholm and Mr. C. Connelly.

As a point of order Mr. Bennett reminded Councillors of the Council's established procedures for debate and to avoid "cross debates" as this could be very distracting.

5. **MEMBERSHIP OF COUNCIL COMMITTEES**

The membership list for 2019/2020 was approved following one amendment.

6. **APPOINTMENT OF REPRESENTATIVES**

The following appointments were approved:

- (a) Kemsing Allotment Holders Association – Mr. P. Dillon
- (b) Kent Association of Local Councils - Vacant
- (c) Oxenhill Meadow & Shaw Management Committee – Mr. Buttifant and Mr. Connelly
- (d) Churchyard Maintenance Committee (4) – Chairman of the Parish Council, Chairman of the Finance Committee, one other Member and the Clerk. *(To be confirmed)*
- (e) The Kemsing Downs Nature Reserve Advisory Group Members (3) will be recommended by the Downland Management Committee *(to be ratified by the Parish Council)*
- (f) St. Edith Hall Management Committee (SEHMC) – List of Trustees were approved as per letter dated 8<sup>th</sup> May 2019 received from the SEHMC.
- (g) Footpath Liaison Representative – Mr. Buttifant

7. **COUNCIL AND COMMITTEE MEETINGS**

The calendar of meetings for the year was approved with no proposed alterations.

8. **QUESTIONS FROM PUBLIC AND PRESS**

There were no questions from the public and press.

9. **DISTRICT & COUNTY COUNCILLOR REPORTS**

Mr. Reay had not formally attended any District Council meetings as of yet but said that he looked forward to working with the Parish Council for the next term.

Mrs. Morrison sent a written report which would be circulated to Councillors.

10. **BUSINESS REQUIRED BY STATUTE**

(a) Review of Internal Audit

The document was reviewed and approved with no proposed amendments.

(b) Statement of Internal Control

The document was reviewed and approved with no proposed amendments.

(c) Independent Internal Auditors' Report for the Year ended 31<sup>st</sup> March 2019

The Internal Auditors' Report was noted; one amendment would be brought to the Internal Auditors' attention : Item 10 ( the month of May 2019 should be March 2019).

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

The Annual Governance Statement 2018/2019, having been previously circulated, were noted and considered.

Mr. Bennett proposed:

*“That the Parish Council approves Questions 1 to 9 of the Governance Statement for the accounts ending 31<sup>st</sup> March 2019, as circulated.”*

*CARRIED* unanimously

(e) Statement of Accounts for the Year ended 31<sup>st</sup> March 2019

(i) The draft statement of accounts for the year ending 31 March 2019 was considered by the meeting as a whole.

(ii) Mr. Bennett proposed:

*“That the Parish Council approves the Accounting Statement for the year ending 31<sup>st</sup> March 2019 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 31<sup>st</sup> March 2019  
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 2020  
Mrs. R. Banister was appointed as Internal Auditor for the Financial Year 2019/2020.
- (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 document was reviewed and approved with no amendments.
- (j) The Parish of St. Mary the Virgin, Kemsing – Annual Report & Financial Statements 2018  
The report was received.

11. **MINUTES**

Mr. Bennett proposed:

*"That the Parish Council approves the minutes of the meeting held on 17<sup>th</sup> April 2019, Ref KPC/04/2019".*

*CARRIED* unanimously

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

- (a) Youth services (Minute 6(a) KPC/04/2019)  
This matter was deferred to the next meeting when more information should be available.
- (b) Nightingale Road Recreation Ground boundary fence (Minute 6(c) KPC/04/2019)  
Attempts to contact the contractor had been unsuccessful. The Clerk would try to approach a different contractor.
- (c) Public conveniences (Minute 6(d) KPC/04/2019)  
Mr. Bennett reported that there were many defects at the moment and asked Councillors to inspect and let the Parish Clerk know their impression of the conveniences. The Clerk reported that she had a list of items to be upgraded; this project might be eligible for the use of Community Infrastructure Levy funds. Appointment of a working group to explore available options would be considered at a future meeting.
- (d) Road surface at Nightingale Road Recreation Car Park and Village Car Park (Minute 6(e) KPC/04/2/019)  
The quotation had been received this afternoon and the Clerk had not had a chance to review it; this would be put forward for consideration at the next Parish Council meeting.  
Meanwhile, a suggestion was made to obtain a second quotation from the Kent County Council Highway and Transportation contractors, if possible.
- (e) Standing Orders & Terms of Reference (Minute 7(g) KPC/03/2019)  
Mr. Bennett proposed, seconded by Dr. Walker:  
*"That the Parish Council approves the new standing orders and Committee terms of reference".*  
*CARRIED* unanimously

13. **NEW MATTERS FOR CONSIDERATION**

- (a) Village Fete Parade
- (i) Notice of road closure order : West End, Kemsing  
Under the Town Police Clauses Act 1847 – Section 21 – Temporary Street Closure, a notice from Sevenoaks District Council was received in relation to the approved closure of West End on Saturday, 22<sup>nd</sup> June 2019 between 12 noon and 1pm for the village fete parade – *noted*.

- (ii) A request from Kemsing Primary School PTA to use the Parish Council's road closure signs for the event was considered.

Mr. Bennett proposed from the Chair:

*"That the Parish Council offers the use of the road closure signs to the PTA, subject to the PTA providing the Parish Council with the necessary public liability insurance schedules and subject to the PTA making arrangements with the Clerk to collect and return the signs during normal office opening hours".*

CARRIED unanimously

(b) Use of village car park

Kent Search and Rescue, an organisation consisting of over 100 volunteers that assists Kent Police in the search of missing and vulnerable individuals, asked permission to use the village car park during their annual fitness assessments involving a 5 mile walk on Saturday, 31<sup>st</sup> August 2019 at 9am and Wednesday, 25<sup>th</sup> September 2019 at 7pm.

*RESOLVED: Although the Parish Council had no objection to the organisation using the car park on these dates, exclusive use of the car park could not be guaranteed. Permission to use the car park is for car parking only and does not include erecting gazebos, tents or structures, etc. This is strictly prohibited.*

*The St. Mary's Church Hall field may be available and it was suggested the organisation contact the St. Mary's Parochial Church Council for permission, if needed.*

(c) Bank accounts - change of signatories

Mr. Bennett proposed:

*"That the Parish Council agrees to remove ex-Councillor Mrs. M. Cole's signature from all bank accounts and that Mr. Bennett be appointed as the replacement authorised signatory for Mrs. Cole on the Reserve Fund bank account".*

CARRIED unanimously

14. **COMMITTEE REPORTS**

(a) Planning Committee

Mr. Burfield proposed, seconded by Mrs. Robarts:

*"That the Parish Council notes the minutes of the meeting held on 23<sup>rd</sup> April 2019, Reference No P/08/2019".*

CARRIED unanimously

(b) Recreation Grounds Committee

Dr. Walker proposed, seconded by Mr. Burfield:

*"That the Parish Council notes the minutes of the meeting held on 10<sup>th</sup> April 2019, Reference No RG/02/2019".*

CARRIED unanimously

(c) Downland Management Committee

Mr. Bennett proposed, seconded by Mrs. Wedderburn:

*"That the Parish Council notes the minutes of the meeting held on 24<sup>th</sup> April 2019, Reference No DM/02/2019".*

CARRIED unanimously

15. **CONSULTATIONS**

There were no consultations.

16. **FINANCIAL MATTERS**

(a) Accounts for payments & receipts

Mr. Eaton proposed, seconded by Dr. Walker:

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

CARRIED unanimously

- (b) Donations and Subscriptions  
There were no requests received.

17. **COMMON FIELD RECREATION GROUND TRUST**

- (a) Charity Commission  
The Annual Return of Income and Expenditure update 2018 had been sent to the Charity Commission on 24<sup>th</sup> January 2019.
- (b) Income and Expenditure for the Year 2018/19  
The Statement of Accounts for the year 2018/19 was noted.
- (c) Annual Report 2018/19  
The Chairman signed the Annual Report which was noted.
- (d) 2018/19 Contribution towards Maintenance of the Common Field  
The Trust had agreed to contribute £400 towards the maintenance of the Common Field in 2018/2019.
- (e) 2019/20 Contribution towards Maintenance of the Common Field.  
It was unanimously agreed to contribute £400 for 2019/2020.
- (f) Reports  
No further reports were received.

18. **INFORMATION REPORTS**

- (a) Report from Chairman
  - (i) *Elections* - Mr. Bennett thanked the Clerk for her work during the election period including putting up the notices from Sevenoaks District Council on the Council's notice boards.
  - (ii) *Former Councillor* – The Council received a letter from former Councillor Mr. R. Lang, thanking the Parish Council and wishing the Council well for the future.
- (b) Reports from Parish Councillors
  - (i) Parish Council Committees – Mr. Andrews suggested the introduction of a new Committee to be charged with looking after various land parcels owned by the Parish Council, e.g. Fairfield Close, the car park and public conveniences.  
*Mr. Andrews volunteered to draw up a written proposal for consideration at the July Parish Council meeting to enable the Council to include any proposed expenditure in the budget calculations for the next financial year.*
- (c) General information  
There was no information received.

19. **DATE OF NEXT MEETING**

Wednesday, 19<sup>th</sup> June 2019

The meeting closed at 8.35 p.m.

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