

## KEMSING PARISH COUNCIL

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### **Minutes of a meeting of the Parish Council held in the Small Hall, St. Edith Hall, High Street, Kemsing on Wednesday, 17<sup>th</sup> July 2019 at 7.30 p.m.**

PRESENT: Mr. D. Bennett (in the Chair)  
Mr. A. Andrews, Mr. M. Bell, Mr. 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: 1 Member of the Public  
District Councillors Mrs. D. Morris and Mr. S. Reay  
Mrs. Y. Tredoux (Clerk)

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received from County Councillor Mr. R. Gough.

2. **DECLARATIONS OF INTERESTS**

There were no declarations of interest received.

3. **DISTRICT & COUNTY COUNCILLOR REPORTS**

Report from Mr. Reay

Sevenoaks District Council advised that the Parish Council had followed the correct procedures in dealing with the recent authorised encampment at Nightingale Road Recreation Ground.

A decision from the West Kent Masons to provide financial assistance for the ongoing defibrillator maintenance costs would be made within a week or so.

Report from Mrs. Morris

Sevenoaks District Council had identified and prioritised the four key improvement areas for the next four years, one of which is cyclists' safety. Mrs. Morris asked Councillors to put forward any suggestions they might have.

4. **PUBLIC SESSION**

There were no questions received.

5. **MINUTES**

Mr. Bennett proposed:

*"That the Parish Council approves the minutes of the meeting held on 19<sup>th</sup> June 2019, Ref KPC/06/2019".*

*CARRIED* unanimously

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

(a) Youth services (Minute 6(b) KPC/06/2019)

The Council considered making a financial contribution towards the SAYT charity's detached youth work delivered weekly in Kemsing. Mr. Dillon briefly summarised the service current provided.

*A proposal was made to donate £500 with a subsequent amendment to reduce this to £250.*

*Following uncertainty over the counting of the votes on these propositions, Dr. Walker proposed a donation of £300, seconded by Mr. Bennett, which was carried unanimously.*

(b) Nightingale Road Recreation Ground boundary fence (Minute 6(c) KPC/06/2019)

A site meeting had been arranged with a fencing contractor on Wednesday, 10<sup>th</sup> July but was cancelled by the contractor on the same day.

*The Clerk would continue with efforts to obtain a quotation for the proposed additional posts.*

(c) Village car park notice board (Minute 7(c) KPC/06/2019)

A quotation of £568 (VAT not included) was received for the village car notice board refurbishment.

Mr. Bennett proposed:

*“That the Parish Council accepts the quotation of £568 (VAT not included) to refurbish the notice board in the village car park”.*

*CARRIED* unanimously

(d) Public conveniences (Minute 6(d) KPC/04/2019)

Mr. Bennett proposed:

*“That the Parish Council authorises the Car Park and Public Conveniences Working Group to progress with the initiation of the relevant survey to be carried out, up to a value of £600”.*

*CARRIED* unanimously

(e) Kent County Council Highways and Transportation – Highways Improvement Plans (Minute 7(d) KPC/06/2019)

The draft Highways Improvement Plan had been prepared by the Clerk and circulated to Members prior to the meeting.

The first stage of the process is for the Parish Council to identify any problem areas with possible solutions. The second stage of the process is for KCC to consider the viability of the proposals and comment with costing for the Parish Council to consider.

There were many differences of opinion as to the format of the document as well as the prioritisation of the suggestions. It was agreed to inform neighbouring Parishes of any suggestions affecting them.

*Following the discussion, the Council resolved:*

- *that the document be sent to Kent County Council Highways and Transportation in the current format as drafted by the Clerk, with a covering note (agreed as circulated) with an added comment that the plan is not in priority order*
- *to form a Highways Improvement Plan Working Group*
- *remit of the Group is to consider comments when received from Kent County Council with a view to produce a refined list (according to priority) for the Council to consider*
- *membership comprises Mr. Burfield, Mr. Buttifant, Mr. Connelly and Mr. Hudson*

(f) Defibrillator appeal for Sevenoaks Parish Councils (Minute 7(e) KPC/06/2019)

See Minute 3 above.

(g) West Kent Mediation – request for donation (Minute 10(b) KPC/06/2019)

The required information had not yet been received from the Charity.

*RESOLVED: Deferred to the next meeting.*

(h) Proposed new Committee (Minute 18(b) KPC/05/2019)

It was Mr. Andrews' understanding that the new 'Amenities Committee' had already been approved by the Council on the 15<sup>th</sup> May 2019 as per the Terms of Reference document approved at that meeting. Mr. Bennett explained that it had been agreed at that meeting to remove the proposed 'Amenities Committee' from the list as it would not take effect until 1<sup>st</sup> April 2020. Due to a technical error on the Terms of Reference document that accompanied the Standing Orders, the Committee name had not been removed on the final version, although the Committee's Terms of Reference had been removed.

Mr. Andrews proposed, seconded by Mr. Burfield:

*“That the Terms of Reference of the Amenities Committee, as approved at the meeting on 15<sup>th</sup> May 2019, should take effect immediately”.*

*4 in favour, 7 against*

*The motion FELL*

Mr. Hudson proposed, seconded by Mr. Bennett:

*“That the Parish Council approves the appointment of the ‘Facilities Committee’ with its Terms of Reference as circulated”.*

Dr. Walker proposed, seconded by Mr. Dillon:

*“That an amendment is approved; that is to include The Well area in the Terms of Reference of the ‘Facilities Committee’”.*

CARRIED 12 in favour, 1 against

The proposal, as amended was CARRIED with 11 in favour, 1 against and 1 abstention

*It was AGREED that the Facilities Committee shall take over the functions of the Car Park (including Public Conveniences) Working Group from 18<sup>th</sup> September 2019 with its membership comprising Mr. Bennett, Mr. Buttifant, Mr. Eaton, Mrs. Robarts and Dr. Walker.*

## 7. **NEW MATTERS FOR CONSIDERATION**

### (a) Lights at tennis court car park, Heaverham Road

The existing contract with British Gas expires on 5<sup>th</sup> August 2019.

Mr. Andrews proposed, seconded by Dr. Walker:

*“That the Parish Council accepts the three year contract as recommended by the Clerk”.*

CARRIED unanimously

### (b) Request for a by-pass for the A25

A resident asked both Kemsing and Otford Parish Councils to lobby Highways England to carry out a feasibility study on two options to alleviate traffic along the M26 corridor. It was suggested to create a by-pass for the A25 between Junctions 2a of the M26 and Sevenoaks junction with the A21 and to introduce a new M26 exit for Sevenoaks and the A21 west bound in the same area as J5 of the M25. It is understood that these requests had already been made directly to Highways England, Sevenoaks District Council, Kent County Council and the local MP with no success.

*RESOLVED: This request is not in the remit of the Parish Council and the Parish Council is therefore unable to assist.*

### (c) Community Resilience/Emergency Plan Questionnaire

The Parish Council was invited to complete a questionnaire received from Kent Association of Local Councils. Sevenoaks District Council had adopted an Emergency Plan and it was the Parish Council's view that there is no sufficient benefit to duplicate the District Council's Plan. At local level there are currently only six Town and Parish Councils in the District with separate Plans.

*RESOLVED: That the Parish Council replies to the questionnaire accordingly.*

### (d) General Data Protection Legislation

The documents, previously circulated to all Members, were reviewed with no proposed alterations.

Mr. Bennett proposed:

*“That these documents are reviewed every three years, as opposed to annually, subject to this frequency meeting legal requirements”.*

*The Clerk to check that this is in line with current legislation.*

## 8. **COMMITTEE REPORTS**

### (a) Planning Committee

Mr. Burfield proposed, seconded by Mr. Bell:

*“That Parish Council notes the minutes of the meetings held on 17<sup>th</sup> June 2019, Ref No P/12/2019 and 1<sup>st</sup> July 2019, Ref No P/13/2019”.*

CARRIED unanimously

(b) Finance Committee

Mr. Eaton proposed, seconded by Mr. Bennett:

*"That the Parish Council notes the minutes of the meeting held on 26<sup>th</sup> June 2019, Ref No F/01/2019 and that the Parish Council approves the following recommendations:*

- ❖ *That Mr. Bell be appointed to replace former Parish Councillor Mr. Lang as authorised signatory.*
- ❖ *Transfer all Community Infrastructure Levy funds received to the Reserve Fund.*
- ❖ *Transfer £1,000 (Code 117 – Funds received for memorial seat), to the Reserve Fund to be identified as earmarked funds.*
- ❖ *Donations, Grants and Subscriptions policy, subject one minor amendment (insertion of "a group of" before "individuals" in paragraph one, was approved".*

*CARRIED* unanimously

9. **CONSULTATIONS**

There were no consultations.

10. **FINANCIAL MATTERS**

(a) Accounts for payments & receipts

Mr. Eaton proposed, seconded by Dr. Walker:

*"That the Parish Council approves the list of payments (Vouchers 65 to 89)".*

*CARRIED* unanimously

(b) Donations and Subscriptions

- ❖ Oaks Steering Group – Mr. Bennett proposed: *"That the Parish Council makes a donation of £350 towards the Christmas Dinner for the elderly residents of Kemsing".*

*CARRIED* unanimously

- ❖ Kemsing Amateur Boxing Club – Mrs. Robarts proposed, seconded by Mr. Dillon: *"That the Parish Council makes a financial contribution to the Club of £500 to be paid from the Youth Club budget fund".*

*CARRIED* unanimously

*It was AGREED that the Club should be asked to confirm the number of members who are Kemsing residents.*

- ❖ Sevenoaks Volunteer Transport Group – A letter of appreciation for the Parish Council's financial contribution was noted.

- ❖ Victim Support – A letter of appreciation for the Parish Council's financial contribution was noted.

11. **INFORMATION REPORTS**

(a) Report from Chairman

Unauthorised encampment - Cars and caravans illegally entered Nightingale Road Recreation Ground on the late afternoon on Sunday, 14<sup>th</sup> July 2019. The site had been vacated on Tuesday, 16<sup>th</sup> July 2019.

*RESOLVED: Arrangements for the site to be cleared and the fencing to be repaired had been made.*

The Clerk was thanked for contributing to this and she also thanked Councillors who supported her during this time.

(b) Reports from Parish Councillors

Communication with residents – Mrs. Wedderburn-Day said that it would have been helpful if the Parish Council was able to post updates on the Community Facebook regarding the recent incursion. There was no support for the Council to engage on this platform but it was suggested that the Parish Council should communicate information via its website.

*RESOLVED: That a Working Party is set up to review the Parish Council's communication with residents which historically had been via the quarterly village magazine  
Membership comprises Mr. Hudson, Mr. Connelly, Mr. Burfield and Mr. Bell.*

Lower Haffenden Field (Leisure plots sale) - Mr. Buttifant drew attention to four plots currently up for sale.

It was agreed that the Parish Council should obtain legal advice in respect of access rights, etc.  
*Mr. Wedderburn-Day said that she might be able to recommend a specialist in this field.*

Tennis courts on the Common Field – Mr. Burfield reported that the tennis courts had been previously managed by the Kemsing Sports Association (KSA) but that responsibility had been passed on to the Sir Mark Collett Pavilion Trust when the KSA disbanded. The Trust is asking for financial assistance to improve the facilities. The Recreation Grounds Committee would engage with the Trust to explore the current legal ownership position with regards to the tennis courts and consider options available and report back to the full Council.

c) General information

- ❖ St. Edith Hall Management Committee end of year accounts – The accounts for the financial year ending 31<sup>st</sup> March 2019 were noted.
- ❖ Flood and coastal Risk Management (FCRM) Maintenance Programme 2019/20 – Information received from the Environment Agency regarding its flood and coastal risk management was noted.

12. **DATE OF NEXT MEETING**

Wednesday, 18<sup>th</sup> September 2019

The meeting closed at 8.55 p.m.

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