

KEMSING PARISH COUNCIL

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Minutes of a meeting of Kemsing Parish Council held in the Main Hall, St. Edith Hall, High Street, Kemsing on Wednesday, 18th March 2020 at 7.30 p.m.

PRESENT: Councillor Mr. D. Bennett (in the Chair)
Councillors Mr. M. Bell, Mrs. J. Chisholm, Mr. C. Connelly, Mr. P. Dillon,
Mr. P. Eaton, Mr. M. Hudson, Ms. G. Lloyd, Mrs. M. Roberts, Dr. P. Walker

IN ATTENDANCE: County Councillor Mr. R. Gough
2 Members of the Public
Mrs. Y. Tredoux (Clerk)

All attendees were urged (by way of notices placed at four different locations on the premises) to adhere to the Government guidelines on social distancing in light of the Corona virus pandemic.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Councillor Mr. B. Buttifant, Councillor Mrs. R. Wedderburn-Day and District Councillors Mrs. D. Morris and Mr. S. Reay.

2. DECLARATIONS OF INTERESTS

There were no declarations of interest received.

3. DISTRICT & COUNTY COUNCILLOR REPORTS

There were no reports received.

8.32 p.m. The meeting was adjourned to allow for public participation.

4. PUBLIC SESSION

A resident asked what action the Parish Council was taking to help vulnerable people during the pandemic. Mr. Bennett explained the Parish Council does not have contact details or a means of identifying vulnerable residents. However, Sevenoaks District Council had announced recently that they were supporting the 'Care for our Community scheme set up by a Face Book volunteer group for the whole of the District to provide assistance to vulnerable people. The Clerk confirmed that the Information Commissioner was updating its data protection guidelines. It was understood that neighbours in certain areas in the village had set up volunteering groups already to help each other during these difficult and unprecedented times.

[Mr. Gough arrived at the meeting].

Mr. Gough was asked about the flooded section of Church Lane, Seal, just after the junction with Honey Pot Lane, Kemsing. Mr. Gough had received email communication about this issue and said that he would follow up with the Highway Officers. Mr. Gough had asked all Parishes to provide suggestions for roads needing 'larger works' such as resurfacing schemes as there might be some extra funding available in the coming months. The Clerk had already passed the Parish Council's suggestions to Mr. Gough. Kent County Council (KCC) is supporting the social care services to ensure that vulnerable people were getting the right support amidst these very difficult times. There is a contingency plan in place to enable parts of the workforce to provide help where it is most needed and in particular to support volunteers.

Mr. Bennett thanked County Councillor Gough for attending the meeting and his assistance with highway matters.

[7.50 p.m. Mr. Gough left and the meeting was reconvened].

5. MINUTES

Mr. Bennett proposed:

"That the minutes of the meeting held on 19th February 2020, Ref KPC/02/2020 be approved and signed".

CARRIED unanimously

6. MATTERS ARISING FROM THE PREVIOUS MINUTES

(a) Parish Councillor vacancy (Minute 6 KPC/03/2020)

Mr. Bennett proposed:

"To appoint Ms. Lloyd as a Member of the Planning Committee".

CARRIED unanimously

(b) Nightingale Road Recreation Ground boundary fence gaps (Minute 6(a) KPC/03/2020)

For information : The work is expected to be carried out on Friday, 3rd April 2020.

(c) Highways Improvement Plan (HIP) (Minute 6(d) KPC/03/2020)

The report of the meeting held on 3rd March 2020 and the updated HIP were noted.

The following recommendation was APPROVED:

- *To amalgamate No's 4 and 7 (Noah's Ark Road and Railway Bridge Noah's Ark Road/Honey Pot Lane) and re-number as priority 1.*
- *To approach Seal Parish Council (as Noah's Ark Road extends into Seal Parish at Church Lane), to arrange a site meeting with representatives of both Parish Councils as well as Kent County Council Highways and Transportation, with a view to discuss the following:*
 - (i) *Lack of visibility along this stretch of road*
 - (ii) *Speeding of vehicles*
 - (iii) *Potential calming measures*
 - (iv) *Improvements to highlight concealed entrances*
 - (v) *Improve safety for pedestrians along the railway bridge*

The Clerk would arrange for a site meeting between the interested parties when circumstances returned back to normal following the Coronavirus pandemic.

(d) Community Infrastructure Levy Funds (Minute 6(e) KPC/03/2020)

The updated Schedule of CIL Payments Received dated 24th February 2020 and the updated CIL Project Wish List dated 6th March 2020 were noted. Sevenoaks District Council (SDC) indicated that two of the Parish Council's proposed projects (village car park resurfacing and public conveniences refurbishment) and the Kemsing Surgery project are eligible for use of the Parish Council's own CIL funds subject to full project details being supplied to Sevenoaks District Council.

Further information received from the Otford Medical Practice was noted. Mr. Bennett proposed:

"That, in order to allow the Otford Surgery to proceed with their application for CIL funding from SDC, the Parish Council allocates up to £10,000-00 to their project subject to SDC confirming that SDC will fund the Surgery's application with SDC's CIL money.

The financial donation is subject to a written agreement between the Parish Council and the Otford Surgery to ensure that the funds are spent correctly and in accordance with the CIL legislation (on infrastructure only).

The Clerk to inform Otford Medical Practice accordingly.

CARRIED unanimously

(e) Great British Spring Clean (Minute 8(a) KPC/03/2020)

The Clerk's written report was noted.

The Great British Spring Clean was cancelled as a result of the Coronavirus.

(f) Annual Parish Meeting (APM) (Minute 8(e) KPC/03/2020)

Under the current circumstances it is likely that the APM will either be cancelled or postponed but Government guidance was awaited. Councillors had no objection to the Clerk's proposed format of the meeting but added provision of refreshments at the meeting.

(g) Facilities Committee - Defibrillator (Minute 12 (c) KPC/03/2020)

Mr. Dillon and Mr. Buttifant were thanked for making the relevant enquiries.

RESOLVED: It was agreed unanimously to ask Budgens shop, Dynes Parade to store the defibrillator within their premises, subject to a written agreement between the owners and the Parish Council. The Clerk would draft the necessary agreement to be approved by the Council.

A suggestion to adopt a policy not to install any additional defibrillators if offered in the village was not supported.

8. NEW MATTERS FOR CONSIDERATION

(a) Kent Police – crime statistics for local area

The Clerk had obtained further information on the crime statistics which was provided to all Councillors. This information was noted with no further comments.

(b) Request for convex mirror at junction with The Landway and Pilgrims Way

A group of residents had contacted Kent County Council Highways and Transportation with a view to fund the purchase of and installation of a convex mirror at this location. The land is owned by the Parish Council.

RESOLVED: The Parish Council has no objection to the installation of a convex mirror on its land. The Clerk to convey the Council's decision to the resident accordingly and to write to KCC Highways as agreed.

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 and to note list of receipts including a small number of payments read out by the Clerk".

CARRIED unanimously

(b) Donations and Subscriptions

(i) Kent, Surrey, Sussex Air Ambulance – Mr. Eaton proposed, seconded by Dr. Walker:

"That the Parish Council makes a financial contribution to Kent, Surrey and Sussex Air Ambulance of £200".

CARRIED unanimously

(ii) Sevenoaks Volunteer Transport Group – Mr. Eaton proposed, seconded by Dr. Walker:

"That the Parish Council makes a financial contribution to Sevenoaks Volunteer Transport Group of £50".

CARRIED unanimously

11. INFORMATION REPORTS

(a) Report from Chairman

Coronavirus – Mr. Bennett reported on the current global pandemic. Members noted the Clerk's report dated 16th March, the draft Pandemic Contingency Plan as well as the Chairman's and Clerk's reports dated 18th March 2020. All of these documents had been circulated prior to the meeting.

Mr. Bennett proposed:

"That the Parish Council approves the Scheme of Delegation for Parish Council Emergency Procedures as set out in the Pandemic Contingency Plan and approves, under Section 101 of the Local Government Act 1972, to arrange for the discharge of its functions by the Clerk as outlined in the Scheme of Delegation, thus extending the Clerk's limited delegated authority as per the Parish Council's Financial Regulations (No 3.4)".

CARRIED 9 in favour, 1 against.

After a debate, the Parish Council further RESOLVED to

- (i) *close the public conveniences, the majority considering the health risk to outweigh the inconvenience to visitors*
- (ii) *display warning notices to the public not to use the play areas or any play area equipment outside of the play area at Nightingale Road or any of the youth shelters*
- (iii) *close the Parish Council office to visitors*
- (iv) *cancel all Parish Council and Committee meetings until further notice*

(b) Reports from Parish Councillors

Working Men's Club (St. Edith Hall) – It was reported that the Police had been called out following disorderly behaviour by some of the Club members and this behaviour had become a regular occurrence. It is understood that local residents had contacted the Sevenoaks District Council's Licencing Department with complaints.

RESOLVED: It was agreed that the Parish Council writes to the SDC Licencing Department saying that Kemsing Parish Council had been informed of complaints by residents about behaviour of some people outside the Club and it is hoped that steps will be taken to avoid recurrence when the Club reopens.

(c) General information

There was no further information received.

12. **COMMITTEE REPORTS**

Planning Committee

Mr. Bell proposed, seconded by Mr. Connelly:

"That the Parish Council notes the minutes of the meeting held on 24th February 2020, Ref No P/04/2020".

CARRIED 9 in favour, 1 abstention

13. **DATE OF NEXT MEETING**

To be confirmed.

Under the Public Bodies (Admission to meetings) Act 1960, the public and representatives of the press were excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business transacted.

14. **PUBLIC CONVENIENCES**

The details of the discussion with regards to the closure of the facility are contained in a separate confidential document.

The meeting was reconvened and opened to the Public and Press.

The meeting closed at 8.50 p.m.

Signed by Chairman :

Date :