

KEMSING PARISH COUNCIL

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Minutes of an extra-ordinary meeting of the Council held online via Zoom on Wednesday, 19 August at 10.00 am.

PRESENT: Councillor Mr. D. Bennett (in the Chair)
Councillors Mr. M. Bell, Mr. B. Buttifant [from 10.05am], Mr. C. Connelly,
Mr. P. Dillon, Mr. P. Eaton, Ms. G. Lloyd, Mrs. M. Roberts, Dr. P. Walker,
Mrs. R. Wedderburn-Day

IN ATTENDANCE: Mrs. Y. Tredoux (Clerk)
District Councillor Mrs. D. Morris

PUBLIC SESSION

There were no Members of the public present.

DISTRICT & COUNTY COUNCILLOR REPORTS

Mrs. Morris gave a brief update on the District Council's support to vulnerable people since the lockdown and plans now to restart the District's economy. There has been no further update on the Local Plan.

Mr. Bennett thanked Mrs. Morris and the District Council Officers and Staff for their hard work during the pandemic.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received and noted from Councillors Mrs. J. Chisholm and Mr. M. Hudson.

2. DECLARATIONS OF INTERESTS

Mr. Bennett declared having a non-pecuniary interest in relation to number 7(b)(i) by virtue of being a Member of the Kent Wildlife Trust.

3. MINUTES

Mr. Bennett proposed:

"That the Council approves the minutes of the extra-ordinary meeting held on 31 July 2020, Ref KPC/06/2020".

CARRIED unanimously

The minutes were duly signed.

10.04 am [Mr. Eaton briefly left the meeting].

4. MATTERS ARISING FROM THE PREVIOUS MINUTES

(a) Parish Councillor vacancy (Minute 6(d) KPC/01/2020)

Due to the pandemic this matter could not be progressed.

RESOLVED: The vacancy would be re-advertised with a view for the co-option to take place at the January 2021 Parish Council meeting.

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

Work was completed in June 2020.

10.05 am [Mr. Buttifant joined the meeting]

- (c) Highways Improvement Plan (HIP) (Minute 6(d) KPC/03/2020)
The Clerk would make arrangements for a site meeting to take place.

RESOLVED: A request from the Noah's Ark Residents' Association for a solar powered speed indicator to be installed at Noah's Ark had been received and would be referred to the Highways Improvement Plan Working Group.

10.06 am [Mr. Eaton re-joined the meeting].

- (d) Community Infrastructure Levy Funds (Minute 6(e) KPC/03/2020)
Otford Medical Practice thanked the Parish Council for earmarking a financial donation towards the proposed surgery expansion.

- (e) Request for convex mirror at junction with The Landway and Pilgrims Way (Minute 8(b) KPC/03/2020)
RESOLVED: KCC's response was noted and it was agreed that this should be considered by the Highways Improvement Plan Working Group for possible inclusion in the Highways Improvement Plan.

- (f) Defibrillator (Minute 7(g) KPC/01/2020)
RESOLVED: The draft agreement between the site owner and the Parish Council was approved and the Clerk duly instructed to sign the document on behalf of the Council, arrange for delivery of the device to the Parish Council office and for subsequent hand over to the owner of Budgens Convenience Store who would be asked to sign the agreement upon delivery.

It was noted that the Community First Responders Sevenoaks Team kindly agreed to carry out the regular checks as with the existing defibrillator.

5. **NEW MATTERS FOR CONSIDERATION**

- (a) Parish Council and Committee meetings
Members noted a written document from Mr. Bennett asking the Council to consider reconvening meetings in person at the St. Edith Hall from September 2020. The Clerk had circulated a checklist produced by the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) which strongly advised local councils to continue to meet remotely, without the need for face-to-face contact. If the Council wished to return to face-to-face meetings, a range of issues would need to be addressed before this could take place, one of which is for the Council to confirm that there is no way for the Council to conduct business except through a face-to-face meeting. The checklist would help ensure the decision is made in accordance with the relevant regulations and requirements.

The Clerk strongly urged the Council to follow the NALC recommendations; however some Members were against having further virtual meetings.

The Clerk warned the Council that it has a responsibility for the safety of and a duty of care of Staff, Councillors and Members of the Public, and that in her view, the Council should take this responsibility seriously and not reject the NALC recommendations. If the Council wished to reject this warning, at the very least, it should complete the checklist for holding an in-person Council meeting as recommended by NALC, however, this warning was rejected.

Dr. Walker proposed, seconded by Mr. Bennett:

"That the Council noted the NALC recommendations without formally accepting it and that the Council arranges face-to-face meetings to take place from September 2020 at the St. Edith Hall".
CARRIED 7 in favour, 2 against, 1 abstention

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

"That it will be mandatory for everyone attending a Parish Council or Committee face-to face meeting in the St. Edith Hall to wear a face mask at all times".
CARRIED 6 in favour, 2 against, 2 abstentions

The Clerk asked the Council to clarify, bearing in mind the Council's rejection of the NALC recommendations, whether it wanted a risk assessment for Parish Council face-to-face meetings to be carried out. The Council instructed the Clerk to draft and complete a risk assessment to be circulated to all Councillors for their comments. The Clerk strongly advised that the Council is responsible and accountable to formally approve the risk assessment before any face-to-face meetings could take place in the Hall as the Parish Council (like other hirers) would need to prepare its own risk assessment in addition to the risk assessment produced by the St. Edith Hall Management Committee.

Mr. Bennett proposed:

"That the Clerk be instructed to produce a draft risk assessment to be considered by the Council at an extra-ordinary virtual meeting to be scheduled before September".

CARRIED unanimously

(b) Committee Membership

RESOLVED: Ms. Lloyd was appointed to the Recreation Grounds, Downland and Facilities Committees.

Mr. Connelly had originally joined the Recreation Grounds Committee until a new member joined, had now resigned from this Committee but remained a Member of the Planning Committee. Mr. Bennett thanked Mr. Connelly for his work on the Recreation Grounds Committee.

(c) Calendar of meetings for September 2020 to December 2020

RESOLVED: That the next Downland Management Committee would be held on Wednesday, 2nd September at 7.30 pm in the St. Edith Hall, the next Planning Committee would be held on Monday, 24th August at 9.30 am via Zoom and the next Recreation Grounds Committee would be held on Wednesday, 23rd September at 7.30 pm.

RESOLVED: The draft calendar of meetings for the remainder of this calendar year was approved, subject to the timings and platform of meetings being confirmed by individual Committees.

(d) Standing Orders – review of Terms of Reference and delegated powers for Committees

Notice is hereby given of the intention to review and update the Terms of Reference and delegated powers for Committees at the next Parish Council meeting.

6. **CONSULTATIONS**

(a) Kent County Council Public Bridleway SR96 at Kemsing and MR227 at Wrotham

Modification Order 2020 to upgrade the length of the footpath SR96 to Bridleway status and upgrading of length of footpath MR227 to Bridleway status was noted. Mr. Bell and Mr. Buttifant said it was a metalled surface.

RESOLVED: The Council has no objection.

7. **FINANCIAL MATTERS**

(a) Accounts for payments & receipts

Mr. Eaton proposed, seconded by Dr. Walker:

"That the Council approves the list of payments (Vouchers 50 to 59, including normal salaries to be paid not currently on the list due to practical difficulties) and to note list of receipts".

CARRIED unanimously

(b) Donations and Subscriptions

(i) Kent Wildlife Trust – Mr. Eaton proposed, seconded by Mr. Bell: *"That the Council renews the annual subscription of £50"*.

CARRIED unanimously

[Ms. Lloyd briefly left the meeting]

(ii) Action with Communities in Rural Kent – Mr. Eaton proposed, seconded by Dr. Walker: *"That the Council rejects the subscription request."*

CARRIED 9 in favour

8. INFORMATION REPORTS

(a) Report from Chairman

No report was received.

(b) Reports from Parish Councillors

Fly tipping on a Public Right of Way along Cotmans Ash Lane – Mr. Buttifant confirmed that this had been reported to Kent County Council’s Public Right of Way.

[Ms. Lloyd re-joined the meeting].

Kemsing Festival – Mr. Buttifant asked the Finance Committee to consider including in next year’s budget, a financial donation to support the Kemsing Festival Committee to serve as a start-up fund, if it decides to hold a festival due to the pandemic restrictions.

(c) General information

(i) *Remembrance Parades and Services* – Currently the directive from British Legion is that there will be no parades, public gatherings, no house to house poppy appeal collections, no collection boxes in schools or public houses.

9. COMMITTEE REPORTS

(a) Planning Committee

Mr. Bell proposed, seconded by Mrs. Roberts:

“That the minutes of the meeting held on 10 August 2020, Ref No P/05/2020 be noted”.

CARRIED unanimously

Mr. Bell thanked Mrs. Morris for her very informative response regarding a planning matter in June 2020.

(b) Downland Management Committee

Mr. Bennett proposed:

“That the Parish Council notes the minutes of the meeting held on 11 August 2020, Ref No DM/02/2020”.

CARRIED unanimously

10. DATE OF NEXT MEETING

Wednesday, 16 September 2020.

The meeting closed at 11.01 am.

Signed by Chairman :

Date :