

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 14th JUNE 2016 at 7.30pm

PUBLIC SESSION

None.

1. PRESENT / APOLOGIES

Present: Cllrs. Bayley, Miss Guy, Tingley, Carrol, Hersey, Lapham, Piper, Mrs. England, Locky

Apologies: Cllrs Mrs. Gomes-Chodynietcki & Mrs. Monks

In attendance: Tracy Godden (Clerk), Kelly Webb (SDC)

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 10th May 2016 were approved as a true record.

Proposed - Cllr. Carrol, Seconded - Cllr. Tingley and Agreed.

3. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllrs Locky & Tingley Item 10.1b (Planning application for 2 Shabhall Cottages).

4. 4.1 Member Dispensations & Non Pecuniary Interests: Requests for dispensations to be submitted to the Clerk for approval.

None.

4.2 SGN works / compound

An invoice had been issued to SGN to cover hire of the land for use as a compound. SGN had claimed that the site had been vacated however this was not the case at the time that the invoice was issued (or for the period that the invoice covered). It was noted that fencing around the compound had been moved at the date of the invoice but that there had still been a container on site. The site however was now clear and it was agreed that no additional invoices would be issued until such time as the compound was reinstated. There was no information with regard to when SGN expected to return to Dunton Green to complete works on London Road (work currently being undertaken in Kingswood Road) and there was no information with regard to any Wayleaves Agreement for the village green.

4.3 Committees

Dates for meetings were set as follows:

4.3a Pavilion Committee (IB, FE, LM, AGC, PL & RP): Tuesday 21st June

PavC

4.3b Community Amenities Committee (IB, FE, AL, LM): Tuesday 19th July

CAC

4.3c Aspirations & Future Plans Committee (IB, PL, RP, JG & AGC): Tuesday 2nd August

AFPC

Alberta Atkinson possibly to attend (Kelly Webb to liaise)

4.3d Finance & General Purpose Committee (IB, FE, GH & BT): w/c 19th Sept TBC

FGPC

All meetings to take place at 7.30pm in Room 2 at the Pavilion unless otherwise stated.

4.4 Clerk's Salary (National Joint Council for Local Government Services (NJC) agreement for pay scales for implementation for 2016/17)

It was noted that revised pay scales had been agreed by the NJC which the SLCC & NALC were recommending for adoption. It was Proposed - Cllr Mrs. England, Seconded - Cllr Miss. Guy and Agreed that the recommended increase should be accepted and back dated to April 2016 as per the NJC recommendations.

Clerk

4.5 Councillor Training

Councillors were again encouraged to attend training to increase their knowledge and to ensure that they were up to date with the latest developments. It was noted that KALC will be running a Councillors Conference in July and the Clerk asked that anyone interested in attending contact her to arrange a booking. The Clerk would forward details of courses and opportunities for training as they arose.

ALL

Clerk

5. CLERK'S REPORT

Nothing to report not covered by agenda items.

6. REPORTS OF URGENT ACTIONS taken by the Clerk in consultation with the Chairman.

There had been a requirement between the May & June meetings to write & have signed 2 cheques. Councillors, having reviewed the supporting documentation, signed these and urgency certificates to confirm the action. Details of the cheques and payees are available under 'Accounts for Payment', Item 9 below.

7. COMMUNITY DEVELOPMENT & SAFETY

7.1 Community Development Officers

7.1a Report

A report had been provided to the Parish Council on the day of the meeting. Kelly Webb highlighted key areas of interest: Lunch Club, Kent Shed Project first meeting; Youth Dance and the fact that discussions are ongoing regarding provision from September; introduction of Heath Walks from Saturday 25th June; discussions regarding the potential Farmers' Market; Business Forum meeting set for 5th July; Youth Forum meeting set for 1st July; Older People's Forum 21st June. There had been a separate update concerning the Community Gardening Project, the summary of which was that whilst there had been interest from one or two residents it was still necessary to pull together a core group of volunteers to develop and work on the project.

Kelly Webb added that there were some discussions ongoing with West Kent Extra who run a very successful 8-12s programme. The Clerk would check availability of the venue and report back to Kelly.

Clerk

7.2 PCSO

PCSO on leave; no report available.

7.3 Anti-Social Behaviour

It was noted that there had been incidents of young people climbing on top of the portacabins (following the reporting of the incident the PCSO had spoken with the youngsters & their parents about this) and there remained ongoing issues with offensive graffiti around the station (particularly the tunnel by the footpath). Whilst this was cleaned off quite rapidly there was still no plan in place to prevent the graffiti in the first place or catch the culprit. Kelly Webb advised that she could provide the Parish Council with a graffiti cleaning kit which could be used to tackle the graffiti as soon as it appears.

KW

It was noted that Dave Morgan would be the new ASB Officer covering Cara Sillett's maternity leave absence.

Kelly Webb mentioned that the ticket machine was not being put back at the station as yet and that there were no confirmed timings as yet for this happening. The Community Noticeboard for the station had been delivered to SDC but arrangements still needed to be made for its installation.

KW

7.4 Youth Provision

It was noted that the new Arts Award Photography project had started. The Clerk had asked for an indication of numbers attending but this had not been made available in time for the meeting. Clerk to chase.

Clerk

The SDC Family Fun Day was scheduled for 17th August at the recreation ground. Kelly Webb confirmed that leaflets had been finalised and that there would be a delivery of these direct to the school to promote the programme of events over the summer.

7.5 Community Speedwatch

Following the Clerk and the Vice Chairman attending a site meeting with the Community Speedwatch team it was confirmed that risk assessments had now been completed for two or three sites in Dunton Green. Cllr Mrs. England advised that she had received the details only that day and that equipment would be available for use from Knockholt PC (once it had been tested and checked).

FE

7.6 Community Resilience/Emergency Plans

The Clerk and Cllrs Mrs. England and Carrol had attended a training and information session

organized by KALC and The Kent Resilience Team. It had been a very interesting session and it was agreed that in principle it was a good idea to set up an Emergency Plan. This was really a database of contacts and information which could be used in the event of an emergency. It was agreed that a draft plan should be developed.

Clerk

8. FINANCE

8.1 The Clerk presented the Council with a summary Bank Reconciliation to 2nd June 2016, which was noted and approved (Proposed - Cllr. Lockey, Seconded - Cllr. Tingley and Agreed).

Cash in hand 01/04/2016			59,171.32
ADD			
Receipts 01/04/2016 - 02/06/2016			58,510.29
			117,681.61
SUBTRACT			
Payments 01/04/2016 - 02/06/2016			19,423.08
A: Cash in hand 02/06/2016			98,258.23
Cash in hand per Bank Statements			
Current 02/06/2016		9,692.94	
Reserve 02/06/2016		88,961.23	
			98,654.17
Less unrepresented cheques			
4357: Kick Kent sports course	360.00		
4364: Postage	35.64		395.64
			98,258.53
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			98,258.23

9. ACCOUNTS FOR PAYMENT

9.1 It was resolved (Proposed - Cllr. Lockey, Seconded - Cllr Mrs. Gomes-Chodynietcki and Agreed) to approve for payment a list of cheques (with supporting documentation) as detailed below.

Payment Details:

Cheque No.	Details	Sub	VAT	Total
DD	B&CE HSM Ltd (The People's Pension) (paid 12/05/16)	187.10		187.10
DD	SAGE UK Ltd Payroll software (paid 16/05/16)	4.00	0.80	4.80
DD	BT Telephone & Broadband (paid 09/05/16)	50.34	10.06	60.40
DD	E.On (UMS elec for street lighting Apr 2016 / paid 23/05/16)	252.54	50.51	303.05
DD	E.On Electricity (pavilion Apr May paid 01/06/16)	115.83	5.79	121.62
DD	E.On Gas (pavilion Apr May paid 01/06/16)	138.07	27.61	165.68
DD	SE Water Pavilion Water (Nov-Apr use paid 01/06/16)	153.07		153.07
4364	UC 026/2016 Clerk's expenses (postage)	35.64		35.64
4365	UC 027/2016 Mr I Bayley expenses (banners for village picnic)	68.00		68.00

4366	Riverhead Angels FC Refund of charges for 2015-16 season	113.32	6.68	120.00
4367	Welcome Printing Newsletter Summer Edition	350.00		350.00
4368	Communicorp Local Councils Update Subscription 2016/17	100.00		100.00
4369	SDC Cleaning of Mill Rd & Recreation Ground May 2016	123.00	24.60	147.60
4370	Alan J Davies Grounds Maintenance May 2016	576.00		576.00
4371	Pulse Cleaning Systems Ltd June pavilion cleaning	379.12	75.82	454.94
4372	Teambase Pavilion & Office supplies	20.32	4.07	24.39
4373	Mrs A Costache Refund of hire damage deposit	200.00		200.00
4374 - 4375	Staff salaries & expenses June 2016	2011.91		2011.91
4376	HMRC QTR 1 2016/17 PAYE TAX & NI	2486.30		2486.30
4377	Mr I Bayley Chairman's Allowance 2016/17	300.00		300.00
4378	NALC DIS Extra Subscription 2016/17	90.00	18.00	108.00
4379	Charlotte Carter Face painter at Village Picnic 12/6/16	75.00		75.00
DD	B&CE HSM Ltd (The People's Pension) (due 15/06/16)	194.37		194.37
DD	SAGE UK Ltd Payroll software (due 16/06/16)	4.00	0.80	4.80
DD	BT Telephone & Broadband (due 06/16)			58.41
DD	E.On (UMS elec for street lighting May 2016 / pay 22/06/16)	253.53	50.71	304.24

10. PLANNING

10.1 CURRENT PLANNING To consider the applications and to resolve to agree recommendations.

10.1a		
Application Number:	SE/16/01173/FUL	
Location:	104 London Road	
Development:	Replacement dwelling	
Recommendation:	No Comment/Comments Only Proposed - Cllr Mrs. England, Seconded Cllr. Carrol and Agreed The Parish Council is somewhat surprised that a new application has been submitted for this site, planning permission having only recently been granted for a very similar proposition? Neither support nor object.	Clerk
10.1b		
Application Number:	SE/16/01520/HOUSE	
Location:	2 Shabhall Cottages Morants Court Road	
Development:	Two storey rear extension	
Recommendation:	Objection Proposed - Cllr Mrs. England, Seconded Cllr. Lapham and Agreed (two abstentions). The Parish Council recommends that this application not be granted due to the excessive size of the proposed extension. A two storey extension which increases the curtilage of the property to this degree appears to exceed the 50% allowable increase in the square footage of a property within the Green Belt; the increased bulk would be visible within the Green Belt and have an adverse impact on the Area of Outstanding Natural Beauty. There is also a concern about the potential adverse impact on neighbouring properties of the size and height of this proposed extension.	Clerk

10.2 PLANNING NOTIFICATIONS To resolve to note the decisions from SDC or the Planning Inspectorate.
None.

10.3 Sevenoaks District Council (SDC): List of potential development sites - now published

Request for comments on accuracy of factual information only for each submitted site; no call for comments on suitability of sites at this stage

It was noted that this request for comments had only been received on the day of the meeting and that responses were due to be submitted within one week, It was agreed that when replying there should be a comment regarding the deadline for responses being far too short and that DGPC would reserve the right to come back with further comments. There would also be a comment that if & when sites were selected for the next stage of the process and that there was a call for comments on the suitability of sites that a much more realistic deadline should be set.

It was resolved that the following comments should be submitted to SDC regarding the accuracy of information on sites for Dunton Green: Clerk

H031 Land at Shabhall Farm, Morants Court Road

No comments other than in relation to looking at access under key issues private covenants must also be considered.

H040 Land at Meadow View (wider), London Road

No comments

H041 Land at Meadow View, London Road

No comments

H061 Land at rear of the Village Hall, London Road

Key issues should also include:

Proximity to & impact on AONB

Impact on wildlife

Further consideration:

Kent Downs AONB Unit

The Parish Council is under the impression that the landowner is PM Asset Management Ltd but it is unclear whether this company is connected in any way with Land Inheritance who it is stated own the land?

H070 Land at rear of the Village Hall (wider), London Road

Key issues should also include:

Proximity to & impact on AONB

Impact on wildlife

Rights of access (DGPC has a right of access across some of this land)

Area prone to flooding

Further consideration:

Network Rail

Kent Downs AONB Unit

H086 Chaucers of Sevenoaks, London Road

No comments

H0131 Land at Ryewood, Rye Lane

Key issues should also include:

Traffic impact on Station Road & Rye Lane (already adversely affected by the development of housing already approved by planning)

Further consideration:

Social housing

11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

11.1 Pavilion

- a) WKCS S106 Community Facilities Fund: DGPC Recreation Ground Project
 - To receive a progress update to include snagging list
 - No update.

b) General

Nothing to report.

c) Soakaway concerns

The Clerk referred to an email that had been forwarded to members from John Dinnis expressing concerns about the effectiveness of the soakaway in the extension land and a possible impact on the land (& his crops). Members discussed the matter and agreed that this area should be looked into. The Clerk confirmed that she had already been in touch with the project architect who had in turn forwarded the concerns to the contractor who had designed the drainage system (although it was noted that use of shale/gravel to fill the soakaway was not part of the initial design). The matter could not be investigated & resolved overnight and the Clerk was asked to contact Mr Dinnis to reassure him that the Parish Council would be reviewing the situation going forward.

Clerk

11.2 Recreation Ground

a) Car park and access

The Chairman informed members of the sticker process that had been trialled at the car park in an effort to deter people from abusing the car park. There is a clear sign indicating that the car park may be shut between 6pm and 10am and that the car park is for use by users of the pavilion & the recreation ground. There is a problem with a small number of persistent offenders who occupy parking spaces on a long term basis who are not using the pavilion or the recreation ground facilities and there have been complaints made to the Council from legitimate hirers of the pavilion who have been unable to park as a result of residents not parking legitimately. A two phased approach has been used. A sticky warning notice placed on the vehicle's windscreen advising that the vehicle should not be parked in the car park is issued and warning that a further much more difficult notice will be applied if the vehicle is found to be parked in the car park again. The second stage is a sticker which requires hot water to remove it. A log of vehicle registrations is being kept, together with photographic evidence of the vehicle being parked prior to the use of the stickers. The Parish Council's CCTV could also be used for evidence.

It was Proposed - Cllr. Carrol, Seconded - Cllr Miss. Guy and Agreed that this procedure should be formally adopted and that the Parish Council will continue to sticker & enforce the parking restrictions that it has in the car park, including the access road as the hatched area must be kept clear of vehicles at all times in order to facilitate easy access & exit from the recreation ground not only for users but most importantly for emergency vehicle access.

b) Suggestions (including comments about additional seating (recreation ground & Mill Road), water (drinking) fountain)

A number of suggestions relating to possible improvements had been submitted to the Parish Council and it was agreed that these should be discussed at the next Community Amenities Committee meeting (19th July). Clerk to include on agenda for that meeting.

Clerk

11.3 Grounds Maintenance

a) Comments / feedback

Nothing to report.

It was noted that the grass behind the war memorial (and some of that for which the Parish Council is responsible) and the area around the war memorial had been cut & tidied by Mr & Mrs Roswell. A note of appreciation was to be sent to them on behalf of the Parish Council.

Clerk

b) Gardening contract (Rose Garden & Flower beds/planters)

The Clerk had instructed Jane Saunders (The Kentish Gardener) to carry out a start of year maintenance visit to the Rose Garden and all of the flower bed sites following comments regarding the growth of weeds and so on. A quotation had also been requested for a full year's maintenance and quote based on 5 visits (including the initial visit already authorised, three maintenance visits and a final pre-winter visit had been provided. It was Proposed - Cllr Mrs. England, Seconded - Cllr. Lapham and Agreed that the quotation totalling £1050 be accepted.

Clerk

11.4 General Projects / Updates

a) Longford Meadow (goals/play equipment): quotations

Only one quotation had been provided to date. It was agreed that this was a matter that should be discussed by the Community Amenities Committee (with additional quotations). Clerk to include on the agenda for that meeting.

Clerk

12. ALLOTMENTS

Nothing to report.

13. FOOTPATHS (Public Rights of Way)

It was noted that the footpath between the station and the recreation ground had been cut by KCC (and that they had dealt with the full length of footpath).

The footway between Lennard Road and Station Approach was starting to get overgrown and the clerk was asked to bring this to the contractor's attention.

Clerk

14. HIGHWAYS AND TRANSPORT

It was noted that there was still no progress in relation to the potholes at the Pounsley Road junction. The Clerk was asked to follow up with Cllr. Parry who had been due to inspect the area on his tour of his ward.

Clerk

15. LIGHTING

It was noted that there had been no further communication from Kent Highway Services with regard to lighting in the underpass (which had been promised). The Clerk would follow up (again).

Clerk

There was also a comment that columns in Station Approach appeared to have been renumbered. There was no information about this.

16. EVENTS / ACTIVITIES

16.1 DGPC Events for 2016: feedback &/or progress updates (where applicable)

a) Events Working Group (EWG)

i. Village Picnic

The EWG had met prior to the event to run through the plans. Cllr. Lockey thanked the Chairman & his family and Cllr. Hersey for running the day. It had been a successful event considering the conditions, the event having been forced to move indoors if it was to take place at all. There had been 100-150 people in attendance which under the circumstances was an excellent turn out. Thanks would be circulated to all those who helped make the day happen.

Clerk

ii. Fireworks September

There would be more information about this event at the July meeting.

Clerk

iii. Remembrance Day Service

No details or plans as yet.

iv. Carols Around the Christmas Tree

No details or plans as yet.

v. Other (Parish Reception)

The Parish Council had already set in motion a photographic competition via the newsletter and one of the aims of the competition was to then hold a Photographic Exhibition at the Pavilion. This would take place on October 16th.

There was no decision regarding the scheduling of a Parish Reception but the Clerk suggested that a decision should be made at the next meeting.

Clerk

16.2 Other events

a) Events being organised by SDC as part of the Dunton Green project

SDC would be holding its series of Family Fund Days (supported by Parish Councils) across the district over the summer holidays. There would be an event at the recreation ground in Dunton Green on Wednesday 17th August between 10am & 2pm.

17. COMMUNICATION

17.1 Newsletter

a) Deliveries

It was noted that there was a need to review the delivery allocations in order to spread the burden more evenly. The Ryewood development was expanding and on its own accounts for 300+ dwellings. It was also agreed that it would be sensible for deliverers to confirm with

Clerk
BT

the co-ordinator when their patch had been delivered. Now that there was a firm deadline for copy for each quarter progress was being made in terms of ensuring that at least two if not three weekends were being made available for deliveries which even during the winter months should provide all councillors with sufficient time to volunteer to deliver a round.

b) Deadlines for copy

These had been set as follows:

1st August (for delivery end Aug/begin Sept)

1st November (for delivery end Nov/begin Dec)

1st February (for delivery end Feb/begin Mar)

1st May (for delivery end May/begin Jun)

This schedule also provided potential advertisers with a clear indication of when copy was required and when newsletters would be delivered around the village.

17.2 Website / Media / Technology

It was noted that EIS (the KCC website providers, the platform on which the DGPC website operates) had indicated that they are planning to introduce a charge (£15pmth / £180pa) with effect from 1st October. There were calls from numerous councils & KALC that this be deferred until 1st April so that the charge (which is currently nil) could be properly budgeted. The clerk would look at other website hosts and report back.

Clerk

18. CORRESPONDENCE FOR DECISION / ACTION

KALC / Kent Resilience Team	Community Resilience/Emergency Planning Questionnaire (deadline 07/07/16) Clerk to complete.
KCC	Consultation - Active Travel Strategy (deadline 13/07/16) Clerk to forward to councillors again. Include on July agenda.
NALC / KALC	Consultation on New Governance Arrangements : Transfer of Functions from the Public Works Loan Board Deadline 25/07 and 03/08 Deferred to July meeting
Sevenoaks Town Council	Transport Survey: Young people in Education 16-18/19 to get travel age extended Noted.

Clerk

Clerk

Clerk

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

None

FOR INFORMATION

The items of correspondence below were NOTED by the Parish Council:

Local Councils Update	June 2016
Highways England / KALC	Lower Thames Crossing update
SDC	Launch of Shop Safe Stay Safe Scheme (in Sevenoaks District)
Kent Police / KALC	Message from Kent Police regarding Northern Ireland Related Terrorism (threat level increase)
Kent Tree & Pond Partnership	Free courses in June
Holmesdale Angling & Conservation Club	Social Membership initiative

19. INFORMATION PURPOSES

Cllr. Hersey commented that there had been some discussion prior to the pavilion's construction about the introduction of a community book exchange. This sort of scheme runs in various places and allows people to borrow books freely, relying on their goodwill to return them once they have finished reading them and on people to supply books for the exchange. It was agreed that this

scheme would definitely be worth trialling from the pavilion. There was a wooden shelving unit in the outside store that could be set to use for this and Cllr. Hersey would visit the pavilion to install a bookshelf for use as a Book Exchange. GH

20. **DATE OF NEXT MEETING**

20.1 Date of next meeting

Scheduled: Tuesday July 12th 2016 at Dunton Green Pavilion

PUBLIC SESSION

None.

The meeting closed at 9.45pm.