

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 12th JANUARY 2016 at 7.30pm

1. PRESENT / APOLOGIES

Present: Cllrs. Bayley, Mrs. England, Piper, Hersey, Lapham, Mrs. Monks, Lockey

Apologies: Cllrs Carrol, Mrs. Gomes-Chodynieski, Tingley, Miss Guy

In attendance: Tracy Godden (Clerk), Kelly Webb (SDC), Cllr Richard Parry (KCC)

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 8th December 2015 were approved as a true record.
Proposed - Cllr Mrs. England, Seconded - Cllr. Piper and Agreed.

Clerk

3. MEMBER DISPENSATIONS & NON PECUNIARY INTERESTS

None.

4. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

5. GENERAL ADMINISTRATION

5.1 Allotment Insurance: ratification of decision to accept renewal quotation

It was Proposed - Cllr Mrs. England, Seconded - Cllr. Piper and Agreed that the decision to renew the Parish Council's allotment public liability insurance (at a cost of £60.75) be ratified.

5.2 Devolution

The Clerk informed members that she had received an email from Isabelle Mercer (Chairman of Riverhead PC) regarding potential for devolution of services and indicating areas which RPC councillors currently undertake. It was also mooted that there might be some joint working. Whilst members felt that there might be some areas in which DGPC and RPC might look into things jointly it was felt that the parishes were quite distinct and had very different approaches. The Clerk would forward the email to members for information.

Clerk

5.3 CCTV

The Clerk advised that there is a Code of Practice for Surveillance Cameras and that certification against that code of practice is starting to be introduced (it is not mandatory but deemed to be best practice). In the first instance the Clerk would download the Code of Practice with a view to then checking compliance.

Clerk

6. CLERK'S REPORT

Nothing to report.

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

There had been a requirement between the December & January meetings to write & have signed 7 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 11 below.

Meeting adjourned.

8. PUBLIC SESSION

Cllr. Parry updated the council on a number of items:

- KCC to increase its element of Council Tax by 3.99% for 2016/17. 2% to be ring-fenced for Social Services (demand for such services increasing with huge pressures to deal with unaccompanied young asylum seekers; impact of introduction of Living Wage). The other

1.99% is as much as KCC could increase. There is a shortfall of £49 million following the Autumn Statement.

- SDC is aiming to be self-sufficient and not reliant on Government funding going forward; increase likely to be 1.99%.
- Cllr. Parry pleased about the approval for the Grammar School annex in Sevenoaks. There is a grammar school system in Kent and the annex will mean that from 2017 intake young people (girls) will not have to travel out of the District for grammar schooling.
- Funding still available (£5000) from the KCC Combined Members' Fund. Following some discussion, Cllr. Parry confirmed that he would be agreeable to part funding a new defibrillator on the parade of shops. The Clerk would email Craig Kendall for an application form.
- Youth Advisory Group: Cllr. Parry suggested that if there were any young peoples' groups in the village that might like to send representatives to the next meeting they would be very welcome. The Clerk explained that the Community Development workers were looking to set up a Youth Forum and that whilst the next meeting would be too soon to send anyone it was certainly something that should be considered once the Forum was in place.
- Cllr. Piper asked Cllr. Parry who is responsible for the highway at the junction of Pounsley Road as there are a number of problems there. Cllr. Parry indicated that this would be KCC and that he would contact Julian Cook about the concerns.

Clerk

RP

Kelly Webb confirmed that SDC expects to be self-sufficient in 2016 and that it has a 10-year Finance Plan. There were some issues that needed to be resolved and Cllr. Fleming was talking to the Local Government Association as SDC is one of a small number of councils being asked to pay back money to Government despite being subject to cuts in the Government grant. Kelly Webb to forward information to the Clerk.

KW

Meeting resumed.

Cllr Parry leaves the meeting.

9. COMMUNITY DEVELOPMENT & SAFETY

9.1 Community Development Officers' Report

Kelly Webb advised that there are a number of activities starting up:

- KCC is resuming its detached youth work in Dunton Green again on Mondays between 6pm & 8pm which will also link in with a six week Arts Awards Project that Play Place Innov8 will be running from the Pavilion starting on 1st February on Mondays between 6.30pm and 8.30pm.
- Both of these activities will also then link in with the Youth Forum that the Community Development Workers are working on.
- KCC will also be providing a course for young people around looking at CVs and applying for jobs etc but details of when & where were still to be finalised.
- The AgeUK Lunch Club was not yet up & running but after the initial call for volunteers there were now 3 or 4 people showing an interest. Cllr. Piper added that he would be pleased to get involved and he would give his details to Kelly.
- There had been discussions with DG Primary School who would be supporting the Gardening Project.
- The Hip Hop & Cheerleading sessions were due to start 13th January and would be running right through to the summer.
- The Kent Sheds application for funding had been successful but the sum awarded was still to be confirmed. Locations for the shed were still being reviewed and assessed.
- Alberta Atkinson had worked with the local businesses on the parade to get the Christmas Lights put up and organised and she was actively trying to set up a Business Forum (a date had been set (2nd February) and Donnington Manor Hotel had offered to host the evening which would be attended by the District Council's Economic Development Officer).
- Exercise classes were still running at Hamlyn Court.
- Funding had been awarded for a community noticeboard at the station.

RP

9.1a Meeting at DGPC 07/01/16: noted - points covered above.

9.1b Steering Committee 25/01/16: noted. This was an evening meeting in order to accommodate residents and businesses who had expressed an interest in attending.

9.2 PCSO

No report available but it was noted that a lot of ASB over the Christmas holidays (including lights in the station tunnel being broken, graffiti in the station tunnel, motorbikes on the footpath between the station & the recreation ground, tampering with the lighting columns on the station footpath, thefts from the allotments) had not been reported to Kent Police via 101 or to Southeastern and British Transport Police (BTP) so there was no formal record of there being any issues. The Clerk had forwarded information to the PCSO who would investigate as far as she could. The Clerk reminded members that the contact number for BTP is 0800 405 040.

9.3 Antisocial Behaviour (ASB)

Issues over Christmas (as outlined in 9.2 above).

Kelly Webb would provide an article for DGPC's next newsletter to highlight the Community Safety Unit and where people should report incidents. KW

9.4 Youth Provision

9.4a KCC Detached Youth Work 11/01/16: it was noted that this had resumed.

9.4b Play Place: as indicated above, Play Place to run a six-week programme for young people from the Pavilion around Arts.

9.4c Kick Kent: the winter programme had now commenced and would run up to the Easter holidays.

10. FINANCE

10.1 The Clerk presented the Council with a summary Bank Reconciliation to 31st December 2015, which was noted and approved. Clerk

Cash in hand 01/04/2015			84,133.28
ADD			
Receipts 01/04/2015 - 31/12/2015			261,447.01
			345,580.29
SUBTRACT			
Payments 01/04/2015 - 31/12/2015			274,516.58
A: Cash in hand 31/12/2015			71,063.71
Cash in hand per Bank Statements			
Current 31/12/2015		19,603.06	
Reserve 31/12/2015		53,948.85	
Treasury 31/12/2015		0.00	
			73,551.91
Less unpresented cheques			
4264: SLCC	20.00		
4265: SLCC	210.00		
4274: Kick Kent	480.00		
4275: Ms T Godden	17.00		
4276: Andrew Boakes Associates Ltd	1,501.20		
4278: Mrs A Dadson	200.00		
4279: The Play Inspection Company Ltd	60.00		2,488.20
			71,063.71

Plus unpresented receipts			0.00
B: Adjusted Bank Balance			71,063.71
A=B Correct			

10.2 Year to Date 2015/16 Analysis

Data had been forwarded by email and was provided in hard copy format to members and was duly noted.

10.3 Provisional Local Government Finance settlement - Referendum principles

The Clerk informed members that the proposal was that there should be no referendum principles (i.e. no capping of precepts) set for Parish and Town Councils for the financial year 2016/17.

10.3 Precept 2016/17

a) Confirmation of figure

Following the December meeting the Clerk had informed members of a slight error in calculations relating the percentage increase per household various precept levels. Members had agreed between meetings to keep the increase at the 2% mark which had therefore resulted in a reduction to the figure to be requested for 2016/17 from £91,000 to £90,000. It was Proposed - Cllr Mrs. England, Seconded - Cllr. Hersey and Agreed that the decision to amend the Precept for 2016/17 to £90,000 be ratified.

Clerk

b) Agreement of payment terms

It was Proposed - Cllr Mrs. England, Seconded - Cllr Mrs. Monks and Agreed that the payment terms (50% April and 50% September) be unchanged.

Clerk

11. ACCOUNTS FOR PAYMENT

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

Clerk

Payment Details:

Cheque No.	Details	Sub	VAT	Total
4275	UC 080/2015 Clerk's expenses (purchase of first aid kits)	17.00		17.00
4276	UC 081/2015 Andrew Boakes Associates Ltd Architect's professional fees	1251.00	250.20	1501.20
4277	UC 082/2015 Freelands Tiles DGPC contribution to shops' Xmas lights	250.00		250.00
4278	UC 083/2015 Mrs A Dadson Refund of damage deposit (not supplied as separate cheque)	200.00		200.00
4279	UC 084/2015 The Play Inspection Company Quarterly safety inspection	50.00	10.00	60.00
4280	UC 085/2015 Shawley Changing Room 1 shower floor adaptation	850.00	170.00	1020.00
4281	UC 086/2015 Shield Total Insurance Services Ltd Allotment public liability insurance for 2016	60.75		60.75
4282	Playsafe Playgrounds Ltd Repairs to aerial runway & climbing net	540.00	108.00	648.00
4283	Streetlights Repair to column 56	80.50	16.10	96.60

4284	J Saunders The Kentish Gardener Prepare all beds for winter	260.00		260.00
4285	SDC Dog bin emptying Oct to Dec 2015	264.00	52.80	316.80
4286	SDC Cleaning of Mill Rd & Recreation Ground Dec 2015	120.00	24.00	144.00
4287	Newlands Nursery Christmas Tree	250.00	50.00	300.00
4288	Brady Corp Ltd (Seton) Pothole repair kits & equipment	105.68	21.14	126.82
4289-4290	Staff salaries & expenses January 2016	1963.20		1963.20
4291	Pulse Cleaning Systems Ltd December pavilion cleaning	444.54	88.91	533.45
DD	South East Water (Pavilion: Sep - Nov)	105.28		105.28
DD	BT Telephone & Broadband (Nov)	73.24	14.64	87.88
DD	HMRC VAT Payment for November 2015		83.02	83.02
DD	E.On Electricity (pavilion Nov Dec)	101.90	5.10	107.00
DD	E.On Gas (pavilion Nov Dec)	171.49	8.57	180.06
DD	E.On (UMS elec for street lighting Nov 2015 / pay Dec)	260.87	52.17	313.04

12. PLANNING

12.1 CURRENT PLANNING To consider the applications and to resolve to agree recommendations. No applications.

12.2 PLANNING NOTIFICATIONS It was resolved to note the decisions from SDC or the Planning Inspectorate.

12.2a	GRANT OF PLANNING PERMISSION
Application Number:	SE/15/02649/FUL
Location:	104 London Road
Development:	Demolition of existing dwelling and outbuildings and the erection of a new dwelling
Grant:	Subject to conditions
12.2b	GRANT OF PLANNING PERMISSION
Application Number:	SE/15/00628/OUT
Location:	Fort Halstead Crow Drive Halstead
Development:	Outline planning permission for the demolition of buildings and development of a mixed-use development comprising a business area (Use Class B1 and B2 with ancillary energetic material testing) of up to 27,000 sq m GEA, 450 residential units, a hotel of up to 80 beds, a village centre (Use Classes A1-A3, B1a, D1 and D2), use of the Fort Area and bunkers as an historic interpretation centre (Use Class D1) with ancillary workshop space, and works associated with the development including roads, landscaping, security fencing, formal and informal open space, pedestrian, cyclist and public transport infrastructure, utilities infrastructure, sustainable urban drainage system, cycle and car parking (with all matters reserved); and detailed approval for two access points at Otford Lane/Crow Drive (primary) and Star Hill (secondary).
Grant:	Subject to conditions
12.2c	REFUSAL OF PLANNING PERMISSION
Application Number:	SE/15/03534/HOUSE
Location:	157 London Road
Development:	Erection of a single storey rear extension and a first floor front extension. Conversion of loft into habitable space, with rear dormer window

12.3 DCLG Consultation - National Planning Policy Consultation on proposed changes - deadline 25 January 2016

It was agreed that DGPC would not submit any comments on the proposed changes although Cllr Mrs. England commented that the changes proposed were largely positive.

12.4 Ryewood Meadows - to include:

a) Medical facility

Members had been kept apprised of progress between meetings. In summary, Cllr. Brown had finally received a communication from the NHS and was trying to arrange a follow up meeting before the end of the month. Contact details for the CCG & NHS England had been provided and the Parish Council had requested meeting as well. The Clerk had received a request from the office of Rt Hon Michael Fallon MP asking for some background to the situation and had indicated support of the campaign for a medical facility in Dunton Green. The petition that had been set up had been signed by over 350 people but there needed to be a concerted effort to increase the uptake. The Clerk would add details to the noticeboard in the pavilion to attract support from people who attend activities in the pavilion. Clerk

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Pavilion

a) WKCS S106 Community Facilities Fund: DGPC Recreation Ground Project

To receive a progress update to include snagging list; Gilbert Butcher Ltd administrator No progress since the December meeting on the snagging list; the administrator for Gilbert Butcher Ltd has been in touch with architect and has been advised that until such time as all snagging list works have been completed we are not in a position to provide final details.

b) Paving quotation

No updated quotation has been received to date.

c) Guttering

Cllr. Hersey to try to source 'hedgehog' gutter brushes. GH

d) Thermostats

A quotation had been received from M&C Electrical regarding installation of thermostat covers. Assuming that 10 were required (which needed to be assessed as some thermostats needed to be left as changeable) installation was expected to be £250 plus VAT (with the cost of covers being in the region of £25 per unit). It was Proposed - Cllr. Lockey, Seconded - Cllr. Piper and Agreed that the quote be accepted and a works instruction given. Clerk

e) Emergency contact

Following concerns raised by the Clerk that a basic Pay as you go phone needed to be linked to a current account card (and the Parish Council not having card facilities), the Clerk would follow up on the suggestion made previously that a current account should be set up in lieu of physical petty cash and it should be used as a petty cash account to facilitate the purchase of goods for the Parish Council online. There would be a specified limit on the account and would be monitored in line with the Parish Council's financial procedures and risk management. A mobile phone would then be purchased which could be forwarded from to act as an emergency contact number for the Parish Council. Clerk Clerk

13.2 Recreation Ground

a) Inspection Report

The report had been forwarded to members and was noted. The inspection had been carried out prior to completion or repair works so some of the items were now resolved.

b) Play equipment (Bluetooth update / tennis courts vegetation)

The Clerk advised members that there had been issues regarding the Bluetooth speakers in the shelters. After a number of visits a brand new unit had been installed in the shelter at the southern end of the MUGA and as reported to be working properly. The remaining unit had been found to be faulty and was currently back with Sutcliffe Play. A very small amount of grass had been identified as growing up through the tarmac surface between the MUGA and the tennis courts. This had been reported to Sutcliffe Play and the Clerk was awaiting a response.

c) Goal posts

The Clerk had learned that the old DGFC goalposts were to be used at the school but that they were still to be moved. The Clerk had contacted the Headteacher to ask that they be taken from site as soon as possible (since the Parish Council had been waiting for the football club to remove them since September).

d) Access to / exit from Recreation Ground via Glyn Davies Close

The hatching had been completed at last and this had, so far, seemed to act as a deterrent to people parking in the access route.

There was some discussion about access to/from the car park in terms of the height and lower barrier. The Clerk confirmed that certain contractors had been provided with keys as they needed to get larger vehicles into the car park and recreation ground or needed to access 'out of hours'. The Clerk would, however, investigate the possibility of having a key safe/digital pad installed to allow access to authorised users but would allow the car park to be closed more frequently to deter unauthorised users.

Clerk

13.3 Grounds Maintenance

a) Contract for 2016-2019

A draft contract had been issued prior to Christmas but the holidays had not been an opportune period for members to comment. The Clerk had started some further revisions and would re-issue to members the following day with a request that comments be submitted by the close of play on Sunday to allow the tender process to begin.

Clerk
ALL

b) Village Green boundaries

This would now be dealt with in the Spring and would be reviewed in April.

c) Comments / feedback

None.

13.4 General Projects / Updates

a) Longford Meadow (goals/play equipment)

Quotations for goal equipment had been requested for discussion at the February meeting.

Clerk

b) Defibrillator: shopping parade

It was promising that Cllr. Parry had offered to part fund the purchase & installation of a defibrillator. The Clerk would obtain a quotation for supply of a unit & case from Sevenoaks Community First Responders to assist with completing the funding application.

Clerk

14. ALLOTMENTS

It was noted that there had been theft of chairs and a bench over the Christmas period. None of the items were of any great value and it was suspected that it was likely to be young people possibly using the items in a camp. The PCSO had been advised.

Cllr. Hersey was keen to try to establish more information about the Whitehouse Trust and the true ownership of all of the land associated with the Social Club and Donnington Hall (allotments, car parks, land that the Social Club sits on). As a first step Cllr. Hersey would take a look at archive documents held by the Parish Council.

GH

15. FOOTPATHS (Public Rights of Way)

Nothing to report.

16. HIGHWAYS AND TRANSPORT

16.1 East Facing Slips

KALC had been chasing form comments about social and economic benefits of east facing slips although there was still no firm indication as to where it was proposed that the slips might be installed. The Parish Council did not feel inclined to comment other than to say that the most sensible place was surely on the Otford Road as this is the reason that the bridge that is there is so large.

Clerk

17. LIGHTING

17.1 Removal of columns

The Clerk advised members that Cllr. Parry had advised, following the last meeting of the Sevenoaks Joint Transport Board, that it was KCC's intention to remove columns on Morants Court Road that had been subject to the Safe & Sensible Lighting trials. The Clerk had already lodged

concerns with KCC that removal of the columns also would result in the removal of reflective indicators which proved very useful to drivers particularly as the lighting columns were not being used. With this being a route used when traffic is diverted from the motorway it was felt that some form of reflective guidance ought to be considered. KCC had noted the comments (which had been raised by other areas subject to the same trials and outcomes).

17.2 Pounsley Road column

There had been no further communication from Berkeley Homes on the subject of this column which was in full working order.

17.3 Station footpath columns

Following another incident of people climbing the columns to tamper with the lanterns and adjust their direction the Clerk had obtained a quotation from the Council's street lighting contractor to install collars at the top of the columns to prevent further tampering. The cost for supply and installation was £105 plus VAT per column and four columns were vulnerable to tampering. It was agreed that it was regrettable that such action needed to be taken but it was agreed that the collars were necessary and it was resolved that the quotation be accepted.

17.4 Underpass lighting

It was noted that David Ford had been in contact with KCC about the lack of lighting in the underpass and it had been agreed that a meeting should take place between KCC and the Parish Council to review the situation (KCC maintaining no need for lights in the underpass with columns at either end working). The Clerk was waiting on a date from KCC.

18. EVENTS / ACTIVITIES

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

a) Christmas Carols

The event had gone well and the weather had been kind. There was some discussion about the speed of the music and whether it might be possible to make more use of the sound system (music through that, perhaps accompanied by 'live' musicians).

b) Annual Parish Meeting: 7pm 23rd March

c) First Aid training: Clerk to get information from Sevenoaks CFR

d) Queen's 90th Birthday (21st April; Sat 23rd is also St. George's day)

Details of an event to mark this milestone were still very much under discussion and it was suggested that it might be possible to have a tree planting ceremony in June perhaps linked to a village picnic.

e) Fireworks September

It was agreed that if possible a booking should be made for September 17th. The Clerk was asked to check dates & book with Pyrovision, Details of the event (possibly a theme) could then be discussed and planned. Clerk

f) Village Picnic Summer: timing to be confirmed but possibly June

g) Remembrance Sunday: Sunday 13th November

h) Christmas Carols Around the Tree: Monday 19th December

i) Parish Reception: it was agreed that a decision on when a reception should be held be delayed further into the year.

There was discussion about having a working party to discuss, plan and organise events so that the burden is shared. It was agreed that this was a good idea.

18.2 Other events

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

Discussed as part of Item 9.1 Community Development Officers' report.

19. COMMUNICATION

19.1 Newsletter

An edition was planned to be available for delivery at the beginning of March.

IB
Clerk

19.2 Website / Media / Technology: Social Media Policy

There had been no feedback on the draft issued by the Clerk. The Clerk would make adjustments that she felt were necessary and would re-issue for review. Cllr. Lapham advised that he did not Clerk

appear to have admin rights on the Parish Council's Facebook page. The Clerk would check as she Clerk
had set this up for Cllrs. Bayley and Lapham and Cllr. Bayley had had no issues.

19.3 Logo

Cllr. Carrol had provided the Clerk with copies of a first draft of a logo prepared in a large size for councillors to provide feedback on.

Members welcomed Cllr. Carrol's efforts. They agreed that the typeface used was good but wondered what the sizing implications might be. A small scale version in colour and black & white (i.e. the size that would be seen on headed paper) would be useful to establish how versatile & clear the design is. There was a consensus that the ducks should be removed and some comments about whether or not there were too many images. It was agreed that the Clerk should ask Cllr. Carrol if it was possible to provide a small scale version of the initial design in the first place and whether it might be feasible to set up some designs where there is a single central image or possibly two or three. It was also agreed that the images used whilst being simplified also needed to be accurate (e.g. clock face more in keeping with the War Memorial clock; the train to be verified and so on). It was agreed that good progress had been made. Clerk
AC

20. CORRESPONDENCE FOR DECISION / ACTION

Lord Lieutenant of Kent	Civic Service Invitation to Chairman 15/03/16 Chairman to advise the Clerk if he is available to attend.	IB
SITA Trust	Landfill Communities Fund threat of closure & request for support It was agreed that the Parish Council should send a letter of support.	Clerk
KCC	Kent MWLP 2013-30 Proposed Further Modifications (deadline for comments 4 th March) No comments to be submitted.	

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

Samaritans (T Wells & District)	Donation request As the request had originated from the Tunbridge Wells District it was felt that the parishes in that District should be asked for contributions.	
Sevenoaks Volunteer Transport Group	Donation request It was Proposed - Cllr. Piper, Seconded - Cllr. Lapham and Agreed (1 abstention) that a donation of £100 should be made to help support those from Dunton Green who make use of or help provide the service.	Clerk

FOR INFORMATION

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

Clerks & Councils Direct	January 2016
SDC	Clean for the Queen: litter blitzes
Youth Advisory Group	Invite to 28 Jan 2016 meeting at Edenbridge
CXK Community Activity Team	Invite to Youth Hut opening 20 th January 2016
Kent Resource Partnership	Encouraging greater recycling of Plastic

21. INFORMATION PURPOSES

Nothing to report.

22. PUBLIC SESSION

None.

23. **DATE OF NEXT MEETING**

23.1 Date of next meeting

Scheduled: Tuesday February 9th 2016 at Dunton Green Pavilion

The meeting closed at 9.35pm.