

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 14th MARCH 2017 at 7.30pm

PUBLIC SESSION

None.

1. PRESENT / APOLOGIES

Present: Cllrs Mrs. England, Hersey, Lapham Lockey, Mrs. Gomes-Chodynietcki, Carrol

Apologies: Cllrs. Bayley, Piper, Parry (KCC)

In attendance: Tracy Godden (Clerk)

In the absence of the Chairman (Cllr. Bayley), the Vice Chairman (Cllr Mrs. England) chaired the meeting.

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 21st February 2017 were approved as a true record. Proposed - Cllr. Hersey Seconded - Cllr. Lapham and Agreed.

3. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

4. GENERAL ADMINISTRATION

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

None.

4.2 Councillor vacancies / Co-option

No update.

5. CLERK'S REPORT

402 Bus Service: there have a lot of rumours about the discontinuation of the service as it stands (it runs from Tunbridge Wells to Bromley via Sevenoaks (including Dunton Green)) fuelled by bus drivers talking to passengers, allegedly. This has created a lot of frustration amongst passengers. However, KCC has advised that it has not been informed of any changes to the service other than the 402 picking up the loop to the Ryewood Meadows estate currently undertaken by the 452 service. The 452 service was initially subsidised by Berkeley Homes. Arriva has also advised that there are currently no plans to discontinue the service. Cllr. Parry (KCC) and Cllrs. Brown and Mrs Bayley (SDC) have been asked to assist with trying to establish whether there are any further facts.

BT: a new 24-month contract has been negotiated with BT to reduce charges now that the previous contract has elapsed. This contract will permit an upgrade to fibre broadband (without an additional one-off cost) should that become available.

Non-domestic rates: an invoice has been received for rates for 2017/18 The whole amount (rather than c. 50%) has been discounted under the new criteria and there is nothing to pay. The Clerk will double check that this is correct but this does mean, if there is no error, that there is £2000 in the budget that can be reallocated.

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

None.

7. COMMUNITY DEVELOPMENT & SAFETY

7.1 Community Development Officers Report

A report had been provided ahead of the meeting which had been circulated to members and which was noted. Highlights included:

- Easy Netball - After some last-minute organising a replacement Netball coach was recruited

and the first session took place. The new coach is being signed up as a volunteer and will deliver sessions on a weekly basis for 6 weeks whilst interest in the sport is established. 5 people attended the first session. At the second session 12 attended, two of which live in the new Ryewood development. The cost per session is £2 pay as you go and they take place every Wednesday from 6.30pm to 7.30pm on the MUGA. The sessions are open to everyone over the age of 14.

- Dunton Green Over 55's Social Club - The Community Development Officers have supported the club to open their bank account. The group will agree their new constitution at their next meeting which will take place on 19th of March.
- Health Walk - A letter was sent to all walkers informing them that the Health Walk scheme will cease with the last walk taking place on Saturday 25th February. Walkers have however continued to meet up of their own accord (and their own liability) which is a great outcome and shows the community are working together.
- Street Dance - The age range for these sessions have changed from 11 to 18 to 8 to 16. The 5.15 to 6.15 session is now the only one being offered until we reach maximum capacity for the class and need to offer the second session. New posters have been drawn up and will be distributed in due course.
- Film Night - Following the success of the last film night where 32 people attended. It has been confirmed that another Dunton Green Parish Council film night will be held on Saturday 25th March at 6pm. The new BFG film will be shown. Any help or support from the Dunton Green Parish Councillors would be warmly welcomed.
- Sevenoaks District Council along with the Dementia Friendly association are organising a fundraising "Run, Walk or Push" event on Sunday 14th May 2017. Would it be possible for a banner to be displayed on the Village Green promoting the event?
- Summer Activities - Following the success of the half term activities, the Community Development Officers are considering offering an event at low cost over the school summer holidays. Details will be provided once plans have been drawn up.
- The Community Development Officers have recommended Dunton Green Primary School to the Charlton Athletics Community Trust. As a result, a free six-week programme will be offered to 60 pupils in KS2. Each week pupils will take part in a 90-minute session that involves 45 minutes in the classroom covering topics related to the body, nutrition and the importance of exercise; and 45 minutes take part in a practical session which will include football, handball and dodgeball.
- Sevenoaks District Council are hosting their annual Voluntary and Community 'Making it Happen' Awards 2017. There are ten categories and Dunton Green Parish Council are being asked if they have any volunteers or local businesses that they would like to nominate for an award. For more details please see www.sevenoaks.gov.uk/communityawards.

7.2 PCSO Report / Anti-Social Behaviour

A report was not available but it was confirmed that the PCSO and Sgt Beresford had attended a meeting of the Task & Finish Group on 14th March to discuss progress on a number of antisocial behaviour areas. Some progress was being made and some additional CCTV was to be installed in the village to assist further. There would be a follow up meeting in June.

There had recently been some incidents in the recreation ground around the use of motorised bikes and young children. One occurrence had been reported to the Police by a resident and another had been witnessed by the Clerk who had been unable to contact the PCSO before those involved moved on. The Clerk would contact the PCSO to check CCTV to see if anyone could be identified. In the meantime, it was agreed that a post should be placed on the Parish Council's Facebook page confirming that unauthorised motorised vehicles are not permitted in the recreation ground under any circumstances. Byelaws are already posted in the recreation ground.

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7.3 Youth Provision

7.3a Report for Arts Programme Jan - Feb 2017

The report was noted; more than 20 young people had routinely attended the arts programme sessions which was encouraging.

7.3b To discuss proposals for Summer & Autumn 2017

Deferred to the April meeting as the Clerk was awaiting some further feedback about potential funding sources. It was anticipated that there would be a games programme running between Easter and the May half term and that a new programme would run over

Clerk

the balance of the summer term and the autumn term to tie in with the photographic exhibition. Production of a calendar ad also been discussed as a means of fundraising for Play Place to work on with the young people.

8. STANDING ORDERS & FINANCIAL REGULATIONS

8.1 Standing Orders

8.2 Financial Regulations

Revised versions of the two documents (based on the latest Model documents, with revisions highlighted) had been circulated to members prior to the meeting. Having had an opportunity to review the documents it was Proposed - Cllr. Lockey, Seconded - Cllr. Lapham and Agreed that the revised Standing Orders and revised Financial Regulations be approved and adopted.

The Clerk would circulate 'clean' final copies to members.

Clerk

9. FINANCE

9.1 The Clerk presented the Council with a summary Bank Reconciliation to 2nd March 2017, which was noted and approved (Proposed - Cllr Mrs. Gomes-Chodynietki, Seconded - Cllr. Carrol and Agreed).

Cash in hand 01/04/2016			59,171.32
ADD			
Receipts 01/04/2016 - 02/03/2017			125,161.85
			184,333.17
SUBTRACT			
Payments 01/04/2016 - 02/03/2017			105,254.88
A: Cash in hand 02/03/2017			79,078.29
Cash in hand per Bank Statements			
Current 02/03/2017		10,106.07	
Reserve 02/03/2017		68,981.22	
			79,087.29
Less unrepresented cheques			
4513: Travel	9.00		9.00
			79,078.29
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			79,078.29

9.2 It was noted that the Section 137 Expenditure limit for 2017/18 has been confirmed as £7.57 per elector.

10. ACCOUNTS FOR PAYMENT

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

Payment Details:

4516	Teabase Pavilion & Office supplies	150.91	30.20	181.11
4517	Kent Surrey Sussex Air Ambulance Trust Donation	100.00		100.00
4518	West Kent Mediation Donation	50.00		50.00

4519	SDC Cleaning of Mill Rd & Recreation Ground Feb '17	123.00	24.60	147.60
4520	Pulse Cleaning Systems Ltd March pavilion cleaning	588.69	117.74	706.43
4524	Welcome Printing - Spring 2017 DG News CANCELLED (due to credit note being received)	430.00	0.00	430.00
4522 - 4524	Staff salaries & expenses: (Projector trolley, DVD player, leads, cables, cable mats, travel)	2270.16		2270.16
4525	HMRC QTR4 2016-17 PAYE Tax & NI	2461.09		2461.09
4526	Welcome Printing - Spring 2017 DG News	301.00	0.00	301.00
4527	Clerk's expenses (Holding deposit to open Single Title Licensing account with Filmbank Media for film night)	150.00		150.00
DD	SAGE UK Ltd Payroll software (due 16/03/17)	5.00	1.00	6.00
DD	B&CE HSM Ltd (The People's Pension) (due 16/03/17)	192.98		192.98
DD	BT Telephone & Broadband (due 11/03/17)	74.27	14.85	89.12
DD	E.On (UMS elec for street lighting Feb 2017 (due 22/03/17)	229.00	45.80	274.80
DD	E.On Gas (pavilion Feb Mar due 28/03/17)	178.74	35.75	214.49
DD	E.On Electricity (pavilion Feb Mar due 28/03/17)	137.96	27.59	165.55

11. PLANNING

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

11.1a	
Application Number:	17/00488/HOUSE
Location:	19 Lennard Road
Development:	Demolition of existing single storey rear extension. Erection of a single storey rear extension
Recommendation:	Support Proposed Cllr. Lockey, Seconded Cllr. Lapham and Agreed

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

11.2a	AMENDED PARISH CONSULTATION
Application Number:	17/00293/FUL
Location:	24 Hillfield Road
Development:	Demolition of shed. Erection of 2 bedroom dwelling.
Amendment:	Annotations on the proposed elevations have been amended. The scheme has not changed in any way.
11.2b	WITHDRAWAL OF APPLICATION
Application Number:	16/03313/HOSE
Location:	20 Lennard Road
Development:	Demolition of existing garage to facilitate the erection of a two storey side extension, single storey conservatory and extension of the front porch.
11.2c	GRANT OF PLANNING PERMISSION
Application Number:	17/00084/HOUSE
Location:	3 Shabhall Cottage Morants Court Road
Development:	Erection of rear dormer
Grant:	Subject to conditions

11.3 Sevenoaks Town Council 'North Sevenoaks Masterplan'

Invitation to attend consultation sessions scheduled prior to the draft plan being published for further public consultation. Sessions were scheduled for 3pm and 7pm on 15th March and 7pm 20th March.

No members were available to attend however it was agreed that this was an initiative that DGPC should keep informed about.

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Pavilion

- a) WKCS S106 Community Facilities Fund: DGPC Recreation Ground Project
No updates to report on.

12.2 Recreation Ground

No updates to report on.

12.3 Grounds Maintenance

No updates to report on.

12.4 Use of football pitch: two proposals for consideration

Proposals had been received from Chipstead Fc and a new enterprise 'Dunton Dragons FC'. After some discussion members concluded that they would like to explore further an opportunity to support a potential new Dunton Green venture in trying to get off the ground over the next year or so. For this reason, the Parish Council did not think it fair to engage with Chipstead FC for the next 12 months as any investment from that club would naturally require there to be an ongoing commitment regarding use of the pitch and facilities which the Parish Council did not feel that it could make currently. Members agreed that they would consider future applications from Chipstead FC should there still be in any interest after the next year.

Whilst members were general in favour of supporting Dunton Dragons FC in their efforts it was felt that more information was needed (e.g. number of coaches, qualifications, number of young people likely to be involved and so on). The Clerk was asked to invite DDFC to the April meeting to discuss the matter further.

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It was Proposed - Cllr. Lapham, Seconded - Cllr. Carrol and Agreed that DGPC should proceed on the basis of the above.

13. ALLOTMENTS

13.1 Allotment Rental Contracts

It was Proposed - Cllr. Hersey, Seconded - Cllr. Locky and Agreed that rents should be maintained at the 2016/17 level for 2017/18.

Clerk

The Clerk would follow up with Dunton Green Social Club regarding the lease arrangement.

14. FOOTPATHS (Public Rights of Way)

It was noted that someone continued to leave food waste near the kissing gate, just next to the footpath from the recreation ground to the station.

The Clerk had posters about this and would put one up in the vicinity.

Clerk

15. HIGHWAYS AND TRANSPORT

The Clerk and the vice Chairman had attended a KALC (Kent Association of Local Councils) and KFAS (Kent Federation of Amenity Societies) event to hear about devolution of services from KCC down to Parish/Town Councils. This predominantly involved an offer from KCC for Parishes to take on verge cutting (with little or no remuneration offered). This topic had been discussed by the Council previously but the Clerk asked for confirmation that, for the next financial year at least, that DGPC did not wish to take on this service. Members unanimously agreed that the Parish Council would not be taking this on for 2017/18.

It was noted that devolution was a 'hot topic' and that there would almost certainly be more discussion and need for consideration of services that might be taken on in the future.

The Clerk was asked to follow up with the Parish Council with regard to the school competition posters regarding speeding so that they could be put up.

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16. LIGHTING

16.1 Unmetered Supply (UMS - electricity for DGPC street lights).

The Clerk advised that the current UMS contract was due to expire and that ECA Group had provided quotations for renewal. Based on these it was Proposed - Cllr. Locky, Seconded - Cllr Mrs. Gomes-Chodynietcki and Agreed that a 36-month agreement with E.On for unmetered supply should be entered into.

Clerk

17. EVENTS / ACTIVITIES**17.1 DGPC Events for 2016: feedback &/or progress updates (where applicable)****a) Events Working Group****i. Litter pick - Sunday 19th March 11am**

Cllr Mrs. England would lead on the day (opening up to get litter picks, risk assessment forms and volunteer sheet).

ii. APM Wednesday 22nd March 7pm**iii. Events from April 2017:****a. Suggestions for invites for other organisations to attend events**

Clerk to provide some information to the Events Working Group

Clerk

b. Fireworks: Saturday 30th September 7.15/7.30pm

The Clerk had verified that to ensure a display of the same quality and length as 2016 a slight increase in the budget was required (from £2500 to £2650). It was Proposed - Cllr. Lockey, Seconded - Cllr. Lapham and Agreed that a charge of £2650 plus VAT be accepted for the 2017 display.

Clerk

c. Carols around the Christmas Tree: Monday 18th December at 7pm**d. Photographic competition: Saturday 30th September (Exhibition)**

a. Dates for entry submissions: Clerk to suggest dates to Events Working Group

Clerk

e. Village Picnic: Sunday 9th July**f. Remembrance Sunday: 12th November****g. Film Night: Saturday 26th May****17.2 Other events****a) Family Fun Day Monday 7th August 10am to 2pm**

To discuss possible additional activities for the enhancement of the day

Clerk to ask Play Place to provide a quotation and information about any potential activities that might be offered in addition to the Imago offering (which has been described as somewhat basic).

Clerk

17.3 Events Policy / Safeguarding Policy

It was agreed that the Clerk would provide draft documents and further information at the next meeting,

Clerk

18. COMMUNICATION**18.1 Newsletter**

The newsletter had been published and delivered. It had been unfortunate that a significant proportion of the copies had been printed with a sheet inverted which had resulted in 4 pages being upside down and out of sequence. A credit had been provided and the bill reduced (there had been no point in re-printing because the error was not discovered until after newsletters had been distributed for delivery).

The next copy deadline is 1st May.

18.2 Website / Media / Technology

The Clerk had been unable to make progress with the new website and it was likely that a launch would be delayed until mid/end April.

Clerk

19. CORRESPONDENCE FOR DECISION / ACTION

None.

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

Citizens Advice North & West Kent	Donation request It was proposed - Cllr. Lapham, Seconded - Cllr. Hersey and Agreed that a donation of £50 should be made.
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FOR INFORMATION

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

Clerks & Councils Direct	March 2017
Local Councils Update	March 2017
Sevenoaks District Seniors Action Forum	February 2017 Newsletter

20. INFORMATION PURPOSES

Nothing to report.

21. DATE OF NEXT MEETING

21.1 Date of next meeting

Scheduled: Tuesday April 18st 2017 at Dunton Green Pavilion

PUBLIC SESSION

None.

The meeting closed at 8.47pm.