

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 11th JULY 2017 at 7.30pm

PUBLIC SESSION

None.

1. PRESENT / APOLOGIES

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

Apologies: Cllrs Mrs Gomes-Chodynietcki (late arrival), Lapham (early departure)

In attendance: Tracy Godden (Clerk), Cllr Chard (KCC)

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 13th June 2017 were approved as a true record.
Proposed - Cllr. Bayley, Seconded - Cllr. Lockey 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

With the impending resignation of Cllr. Bayley the Parish Council would have a membership of only 7 councillors and vacancies for four new members.

4.3 Councillor training

The Chairman had attended the recent KALC Councillors' Conference. There had been some interesting information regarding Public Rights of Way amongst other areas. The Chairman would forward the presentations to all members as soon as they had been made available.

FE

4.4 Policies / Procedures

Any member signing a cheque at a meeting would be asked to initial the original invoice against the list of payments provided by the Clerk to confirm authenticity. It was agreed that this procedure should be adopted with immediate effect.

ALL

4.5 Inspections: councillor rota

To meet with the expectations and requirements of the Parish Council's insurance policy a rota for the inspection of DGPC land and fixed assets was to be set. To make the process as simple as possible councillors would be allocated a month in which they would inspect. At least one inspection during that period was required. Information confirming that an inspection had been completed must be sent within 24 hours of the inspection (or sooner if there are urgent matters requiring attention) and should detail any areas of risk identified (or confirm that no areas of risk had been identified). Cllr. Hersey volunteered to complete an inspection in July and the Clerk would forward a rota for future months. All councillors are expected to inform the Clerk immediately of any risks that they identify at any time in the village (regardless of whether or not it is their allocated month).

GH
Clerk

ALL

The Chairman offered to show any councillors who wanted a reminder the areas and assets that should be inspected. Councillors to liaise direct with the Chairman to make arrangements.

ALL

4.6 SGN; Easement on Village Green

The Clerk summarised the situation to date. Having previously reached a point at which the Parish Council had agreed in principle to grant an easement to permit SGN to work on the district governor and a link pipe to a new gas main in the main road the matter had been passed on to

DGPC's and SGN's solicitors. A map provided by SGN's solicitors had then detailed an area for the easement that the Parish Council felt was excessive and had requested that its solicitor query the need for such a wide area. There had been no response from SGN for many months but the latest communications from SGN's solicitors now included a map identifying the location of the district governor and indicating that it is SGN's intention to install a new gas main along the length of the southern section of the village green (and not in the main road as had been anticipated).

The Parish Council had not given permission for this and the restrictions of an easement with the Parish Council then being responsible for ensuring that nothing grows over the main etc were prohibitive to the use of the village green as an amenity open space and potentially might impact the maintenance costs incurred by the Parish Council. The Clerk had advised the Parish Council's solicitor that no permission had been granted for this and that the parameters of the easement expectations had changed ostensibly from the original agreement. The Clerk had been trying to reach contacts at SGN to discuss the matter but had been unable to obtain a response in time for the meeting.

It was agreed that the Parish Council did not wish to give permission for a gas main to be installed under the village green but it was noted that as utility companies have certain statutory rights (Schedule 3 of the Gas Act 1986) that the service provider (SGN) may start a compulsory purchase process off to run alongside their negotiations with a third party (DGPC) in case the negotiations fail. This is a cumbersome process and may require involvement of the Secretary of State in terms of giving consent. This would be the acquisition of an easement as opposed to the purchase of the land but regardless SGN will be reluctant to go down a statutory route. The Clerk will advise SGN (as soon as a response has been obtained) that further negotiations are necessary.

Clerk

4.7 Council meeting dates

It was agreed that meeting dates for the next 12 months should remain set for the second Tuesday of the month. The Clerk would issue a list to members by way of confirmation of the dates. Dates had been set for committee meetings as follows: Amenities Tuesday 25th July and Finance Tuesday 7th November. All meetings 7.30pm start at the Pavilion.

Clerk

4.8 Loan Agreement (signs)

A draft loan agreement had been drawn up by Cllr. Hersey between DGPC and Mr Simon Taylor with regard to the loan to DGPC of two old station signs. The agreement seemed fair and it was noted that when Mr Taylor was next in the area steps would be taken to confirm the arrangement and get the agreement signed.

GH
Clerk
FE

Cllr. Nick Chard arrived and the meeting moved to Public Session:

PUBLIC SESSION

Cllr Chard introduced himself as the recently elected KCC member for Sevenoaks West and advised members that he was available to listen to the concerns of the Parish Council at any time. He would do what he could to try to help the Parish Council and Dunton Green's residents but where he was not able to help bring about a resolution he would be honest and say so.

Cllr. Chard was thanked for taking the time to come along and meet the Council.

Cllr. Chard left and the meeting was resumed.

5. DGPC REPRESENTATIVES - EXTERNAL BODIES

5.1 Feedback from any meetings attended by DGPC's representatives on external bodies
Nothing to report.

5.2 Meetings due to be attended

Cllr. Fox confirmed that he would be attending a meeting of the Donnington Hall Management Committee on 1st August.

TF

6. CLERK'S REPORT

Nothing to report not covered by agenda items.

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

There had been a requirement between the June & July meetings to write & have signed 3 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 10 below.

8. COMMUNITY DEVELOPMENT & SAFETY

8.1 Community Development Officers Report

An update was received and noted. Details as follows:

- *Easy Netball -*
Dunton Green Primary School has offered the services of their grounds keeper (Mr Bates) to paint the lines on the netball court for us. The Community Development Officers will pay for the equipment and will assist with the job. There will not be any sessions on Wednesday 26/07, 02/08 and 09/08. We will update the posters and notify all our current participants via email.
- *Street Dance*
The Street Dance group did really well at the DG Picnic on Sunday. The young people all enjoyed themselves and it was a great opportunity to show case all their hard work. The last Street Dance session will take place on the 19th July and will recommence on Wednesday 13th September. It is hoped that the Community Development Officers will be able to arrange a taster session to take place in Dunton Green Primary in September to help promote the classes.
- *Summer Holiday Tennis Courses*
Short course will run over 4 days (Monday to Thursday - 9.30 to 11.30)
 - W/C 14th of August (for ages 6 to 8)
 - W/C 21st of August (for ages 9 to 12)
 The poster is now being distributed and the course is being publicised. Priority is being given to Dunton Green residents that would like to book. A poster will need to be displayed on the gate of the tennis court to inform users that the course is taking place and that they will be unable to use the area whilst the course is taking place.
- *Tai Chi*
As part of the focus on engaging with the residents of Ryewood two Tai Chi taster sessions will be offered. These will take place on Tues 15th of August 7pm to 8pm & Sunday 20th of August 10am to 11am. The sessions are free, no need to pre-book and will take place on the lawn area to the front of the Ryewood estate so that they are in full view of any residents walking past. The sessions will be open to the whole of the Dunton Green community to attend.
- *Christmas Event*
A successful meeting with Mrs Boanas (new Head teacher at Dunton Green Primary School) took place to discuss the Christmas event. The Community Development Officers are working on a proposal to bring the community together and provide the opportunity to engage with residents that they haven't liaised with to date. The proposal is to install an ice rink for the day on the grounds of the school which will be open to the public between 10 to 4 on the day of their Christmas fair which has been agreed as Saturday 2nd December. The school and PTA will benefit from the increased footfall through their fair but also the opportunity to show case the school to residents that wouldn't ordinarily have been on the premises.
- *Dunton Green Primary School*
The Community Development Officers are working with Mrs Boanas (Head teacher) to support the school in attracting funding for the improvement to their school grounds. A meeting is taking place next week with North West Kent Countryside Project to discuss enhancing their pond area. In addition, the Community Development Officers have assisted the Primary School to receive free training in September regarding Geocaching. This is a fantastic opportunity to encourage young people outdoors whilst gaining skills in map reading and GPS.

8.2 Anti-Social Behaviour

8.2a To include PCSO Report & ASB - general update & feedback

A brief PCSO report had been made available prior to the PCSO taking annual leave, as follows:

Crime reports from 01/06/17 - 04/07/17

- *Criminal Damage - security light damaged*
- *Theft from motor vehicle*
- *Kingswood Road. Entry attempted via rear of a van. Handle missing, nothing stolen*
- *Social Club car park. One number plate stolen, the other was damaged. No damage to the vehicle itself*

- *Milton Road. Lock on driver's door forced open. Various tools taken*
There had been other crime reports but nothing else relevant (most are to do with various domestic incidents).
One thing to note; there has been a huge increase of theft of cable in and around Sevenoaks. Nearby there has been an incident in Chipstead Lane (2 males were arrested in connection) and two incidents near the Polhill traveller site.

8.2b Information regarding removal of implied rights of access (banning orders) and '3 strikes' approach to ASB

Councillors had been supplied with detailed information from Sgt Mark Beresford describing the type of information to be enclosed in a banning letter and the process by which the banning letters are issued and information about how to speak to people causing a nuisance in an effective way (to help legitimately escalate the priority of any issue reported). The Clerk would draft standard letters based on the information provided.

Clerk

Given the ongoing issues relating to ASB in the recreation ground some further CCTV signs would need to be purchased. It was agreed that the car park needed to be closed on a more frequent basis, although not in any set pattern. In order to do this, keys would be issued to members prepared to lock and then unlock the barrier (anyone who locks the barrier at night must undertake to unlock the barrier in the morning). Locking must work around the requirements of pavilion hirers. Clerk to arrange additional keys.

Clerk

Clerk

8.3 Youth Provision

8.3a Kick Kent

The Clerk confirmed that sessions would run throughout the summer holidays and that Kick Kent had secured funding for this from White Stuff Foundation. A quote had been provided for sessions from 12th September to 19th December inclusive (15 sessions at £40 per session). It was Proposed - Cllr. Lapham, Seconded - Cllr. Lockey and Agreed that the sessions should be supported and the DGPC should accept the £600 quote.

Clerk

8.3b Play Place

Play Place continued to run sessions on Monday evenings in Dunton Green. There was some concern that these might need to stop at the end of September due to funding not being applied for (Play Place had indicated on more than one occasion that an Awards for All bid would be submitted to cover projects in Dunton Green and Westerham but this had inexplicably been put on hold now being deemed as possibly not suitable) and an alleged staffing issue. The Clerk and the Chairman continued to try to liaise with Play Place to work on a rolling plan of programmes and funding opportunities but this was once again proving more difficult than anticipated. The Clerk would investigate funding opportunities independent of Play Place (DGPC not being able to be the sole source of funding) and alternative solutions.

Clerk

9. FINANCE

9.1 To receive a bank reconciliation to the end of the previous month (if documentation is available to complete this task prior to the meeting) and to note the month end balance and acknowledge balance statement values have been verified.

The bank reconciliation to the 30th June 2017 was accepted. The Chairman would verify bank balances outside of the meeting.

Cash in hand 01/04/2017			76,274.46
ADD			
Receipts 01/04/2017 - 30/06/2017			61,567.03
			137,841.49
SUBTRACT			
Payments 01/04/2017 - 30/06/2017			24,064.86
A: Cash in hand 30/06/2017			113,776.63

Cash in hand per Bank Statements			
Current 30/06/2017		10,346.63	
Reserve 30/06/2017		103,634.20	
			113,980.83
Less unrepresented cheques			
4552: Entertainment (Village Picnic)	60.00		
4553: Entertainment (Village Picnic)	60.00		
4568: Travel	34.20		
4570: IT Support	50.00		204.20
			113,776.63
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			113,776.63

10. ACCOUNTS FOR PAYMENT

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

Payment Details:

4582	UC 034/2017 Filmbank Distribution Ltd Licence Fee for Sing Street	147.00	29.40	176.40
4583	UC 035/2017 SDC Cleaning of Mill Road & Recreation Ground and Dog Bin emptying (Apr to Jun inclusive: quarterly billing)	646.30	129.26	775.56
4584	UC 036/2017 SDC Saturday Freightier Hire 10/06/17	81.00	16.20	97.20
4585	Pulse Cleaning Systems Ltd June window cleaning	104.24	20.84	125.05
4586	Pulse Cleaning Systems Ltd July pavilion cleaning	505.49	101.10	606.59
4587	The Kentish Gardener (Miss J Saunders) Flower bed maintenance first visits 2017	395.00		395.00
4588	Mrs A Gomes-Chodynietcki Refund of key deposit for allotments	5.00		5.00
4589	Streetlights Repairs to Col 58 Pounsley Road	45.00	9.00	54.00
4590	Alan J Davies Grounds Maintenance May '17	838.00		838.00
4591	Mrs F England Travel expenses (KALC Councillors' Conference)	19.80		19.80
4592-4593	Staff salaries & expenses (Postage, pavilion supplies & travel)	1998.57		1998.57
4594	Alan J Davies Grounds Maintenance June '17	348.00		348.00
4595	The Kentish Gardener (Miss J Saunders) Flower bed edging materials	109.96		109.96
4596	Mrs F England Chairman's Allowance 2017/18	350.00		350.00
DD	BT Telephone & Broadband Jun 17 paid 09/07/17	73.12	14.62	87.74
DD	SAGE UK Ltd Payroll software (due 16/07/17)	6.00	1.20	7.20
DD	B&CE HSM Ltd (The People's Pension) (due 13/07/17)	207.01		207.01
DD	E.On (UMS elec for street lighting Jun 2017 (due 15/07/17)	281.38	56.28	337.66

11. PLANNING

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

11.1a		
Application Number:	17/01767/FUL	
Location:	Land North of West Kent Cold Store Rye Lane [known locally as Ryewood woodland]	
Development:	Hard and soft landscaping works including the formation of paths and gated pedestrian entry points	
Recommendation:	Comments only. Proposed - Cllr. Lapham, Seconded - Cllr. Bayley and Agreed that the following comments should be submitted: Whilst the Parish Council commends Berkeley Homes' efforts to create an amenity space in an unused wood it continues to remain concerned that this project does nothing for social cohesion and integration of the Ryewood development community into the wider Dunton Green community. Several years have already been spent working on community development in Dunton Green, largely funded through the Community Facilities Contribution Fund that Berkeley Homes provided as part of the S106 Agreement associated with this development. It seems contra to the efforts of this work and the ethos of that fund for Berkeley Homes to then establish facilities that are exclusively for the benefit of Ryewood residents and not for the enrichment of the community as a whole. The Parish Council is aware that this is also of concern to some residents of the Ryewood development.	Clerk
11.1b		
Application Number:	17/02015/FUL	
Location:	Land south of 25 Hillfield Road	
Development:	Erection of dwelling	
Recommendation:	Support. Proposed - Cllr. Hersey, Seconded - Cllr. Lockey and Agreed.	Clerk

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

11.2a	GRANT OF PLANNING PERMISSION
Application Number:	17/01050/FUL
Location:	Former Jessups Quarry North Downs Business Park
Development:	Single storey office building and associated parking spaces
Grant:	Subject to conditions
11.2b	REFUSAL OF PLANNING PERMISSION
Application Number:	17/00875/HOUSE
Location:	106 London Road
Development:	Dropped kerb and hardstanding
Refusal (SDC):	It is considered that the proposed drop kerb, hardstanding and creation of a vehicular access would have a detrimental impact on highway safety, due to creating hazardous highway conditions due to poor visibility and no turning provision. As such the proposal is contrary to Policy SP1 of the Sevenoaks Core Strategy and Policy EN1 of the Sevenoaks Allocations and Development Management Plan.
11.2c	Information Only
Application Number:	17/02076/WTP0
Location:	30 Lennard Road
Development:	T1. - Ash. Pollard at 8 metres (removing lowest two limbs to source)

11.3 STC Neighbourhood Planning Committee meeting dates

It was noted that Sevenoaks Town Council had concluded that *'the establishment of a separate group/committee solely for Neighbouring Councils was not compatible with the democratic nature of developing a Neighbourhood Plan'*. However, neighbouring councils were invited to send a

representative to Sevenoaks Town Neighbourhood Plan Steering Committee meetings, all of which are open to members of the public. The aim is to enable any concerns to be raised in an open democratic environment, and to ensure Sevenoaks Town residents and stakeholders are aware of the concerns of Neighbouring Councils when making future decisions relating to the plan. The Chairman and the Clerk would be attending the meeting scheduled for Monday 31st July at 6pm. The Clerk would forward details of scheduled dates for these meetings to all members should they wish to attend.

FE
Clerk
Clerk

11.4 It was noted that the SDC Local Housing Needs Study (completed) is available to view on Sevenoaks District Council's website.

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.2 Recreation Areas

d) Rollalongs/portacabin, tree and seat

Arrangements have been made for the large rollalong/portacabin to be moved to Knockholt on Saturday 22nd July. It will be necessary to close the car park from the Friday evening until the work has been completed to ensure access & exit for the vehicles involved in the operation. The Chairman would attend on the day to assist with the proceedings. This will expose the area that is being subjected to a lot of antisocial behaviour (the seat located under the tree on the western boundary of the recreation ground). To make the area less attractive to these young people it was agreed that the lower branches of that tree should be lifted (Clerk to ask the ground maintenance contractor to tackle this). It was also Proposed - Cllr. Lockey, Seconded - Cllr. Fox and Agreed (Cllr. Lapham abstaining due to the proximity of the seat to his property) that the seat on which the youths congregate be removed and re-located on a concrete plinth already situated nearby. Clerk to liaise with contractors to get the work completed.

Clerk
FE
Clerk
Clerk

12.1 Pavilion

a) Car Park

There had been a couple of recent incidents concerning vehicles being blocked in / disputes between regular pavilion hirers and recreation ground users. The Clerk has asked certain parties to make use of the Social Club's car park (the Parish Council having an agreement that this can be used as an overflow car park). The situation is not helped by the continued use of the car park by one or two persistent residents which reduces the number of spaces available to genuine patrons of the pavilion and the recreation ground. It would be necessary to introduce the use of stickers again now that the weather is better (they are not effective in damper conditions).

TBC

Cllr. Lapham leaves the meeting.

b) General matters

It was noted that the contract cleaning company employed to clean the pavilion was imposing a 4% increase with effect from 1st August. The clerk had verified the hourly rate of the cleaner (living wage increases having been cited as the main reason for the increase and DGPC having initially negotiated a salary level for the cleaners working at the premises, at a premium). It would be necessary to review the situation next year should another significant increase be mooted.

c) Changing rooms

A project to install toilets in the two main changing rooms had been discussed and agreed last year. It had proven extremely difficult to obtain quote since that time despite repeated efforts. It was Proposed - Cllr. Lockey, Seconded - Cllr. Bayley and Agreed that the contractor who had provided the original quote be approached to see if they would consider completing the work and if there was any revision in the quote due to the lapse of time this should be accepted within 10% of the original cost and the work should be scheduled.

Clerk

d) Other

Cllr. Hersey asked whether the Clerk could obtain costs for the supply and installation of a board to be installed in the pavilion detailing the tenures of all of the Parish Council's Chairmen and Clerks. There had been a brass plaque engraved with such information (which is still in the Parish Council's possession) which had been located in the noticeboard

Clerk

that the Parish Council used to have at the school. It was agreed that this should be done and included on the September meeting agenda for further discussion.

Clerk

Cllr Mrs. Gomes-Chodynieski arrives.

12.2 Recreation Areas

a) CCTV enhancements / upgrades

It was noted that the Clerk had submitted a bid to SDC for funding towards the CCTV upgrade and installation of an ANPR camera at the recreation ground. The bid had been successful and DGPC had been allocated £2500. The CCTV work would be completed in the first week of August.

b) Recreation Ground Lighting Project

Three quotations had now been obtained for this work and councillors had been provided with hard copies. It was agreed that members would review the merits of each quotation and advise the Clerk of their preferred quotation by the end of the week. This would enable the Clerk to start applications for further funding and to place an order for the works which would, hopefully, be completed for October.

ALL

Clerk

The Clerk advised that in order to identify potential sources of funding it would be sensible to register with Funding Central. There was a charge involved but the potential benefits in terms of identify possible grant sources were probably worth the outlay. It was Proposed - Cllr. Lockett, Seconded - Cllr. Carrol and Agreed that a subscription (at £100) should be obtained.

Clerk

c) Longford Meadow Goalposts

Goal posts had been installed and were being enjoyed. Following some informal discussions with youngsters using the goals it was agreed that there was no demand for a fence to be installed at the southern end (at the top of Mill Road) at the current time. If, after a period of use, there was a call for fencing to be installed the Parish Council would reappraise the situation.

e) Litter bins (MUGA)

It was agreed that new litter bins should be ordered and installed in the Multi Use Games Area (to replace those vandalised and removed). The Clerk was asked to source more robust replacements.

Clerk

12.3 Grounds Maintenance

a) Mill Road small open space

A quotation for works on the small open space to remove several failed trees, shape several specimen shrubs, clear the area around the substation and generally open the area up (totalling £1100) was accepted. Proposed - Cllr. Bayley, Seconded - Cllr. Fox and Agreed.

Clerk

b) Flower beds (update)

The gardener would replace the log roll edging that was disintegrating around the flower beds with 'smartedge' and would plant some additional flowers to fill some of the gaps that were now developing.

c) Other

The noticeboard at the north end of London Road which had been vandalised (bolts removed) had been repaired by Cllr. Fox. It was noted that the noticeboard was not in a very good condition. A decision would need to be made at some point as to whether it be replaced or removed entirely.

13. ALLOTMENTS

Nothing to report.

14. FOOTPATHS (Public Rights of Way)

Nothing to report.

15. HIGHWAYS AND TRANSPORT

Cllr. Bayley asked if any progress had been made in regard to a suggestion that a bike rack be installed on the hatched space on the shopping parade parking area. None had been made due other matters taking priority.

16. LIGHTING

16.1 LED street lights

The Chairman advised that in her capacity as Clerk to Knockholt PC she was undertaking an exercise to cost replacement LED streetlights as KPC intended to convert to LEDs. Costs would also be provided for Dunton Green for members to review and discuss.

17. EVENTS / ACTIVITIES

17.1 DGPC Events for 2017/18

Feedback:

a) Film Night: June 24th

a. Dates for Autumn/Winter

Deferred to Amenities Committee

ACom

b) Litter pick: Sunday 2nd July

There had been a great deal of support from the community for this activity (more than 30 people had been involved) which was very encouraging. As a result, some additional litter picks would be purchased (including some for children).

c) Village Picnic: Sunday 9th July

Another excellent event and thanks had been sent to all those who had been involved in providing entertainment and activities. One of the highlights was the band (Hounds of Sound) who had been brilliant.

Planned or proposed events:

d) Photographic competition: Saturday 30th September (Exhibition)

Deferred to Amenities Committee

ACom

e) Fireworks: Saturday 30th September 7.15/7.30pm

Deferred to Amenities Committee

ACom

f) Annual Parish Meeting / Parish Reception

The date set for the APM was Wednesday 21st March. Details of the scope of the event needed to be discussed/ Deferred to Amenities Committee

ACom

17.2 Other (non-DGPC) events (noted):

a) Family Fun Day Monday 7th August 10am to 2pm

b) West Kent Communities Wednesday 16th August Longford Meadow Graffiti workshop and Circus skills workshop; Thursday 24th August Dunton Green Pavilion Come Dine with Us workshop and Mental Health Drama workshop

Further to the June meeting it was agreed that a Red Ensign should be flown from the flagpole on Merchant Navy Day. Cllr. Hersey to organise.

GH

18. COMMUNICATION

18.1 Newsletter

Copy deadline for the autumn edition is 1st August. Members were reminded that if they were due to submit articles in time for the newsletter that they should be working on them. The Clerk would issue the rota again as a prompt.

Clerk

18.2 Website / Media / Technology

The intention was to launch the new website before the end of the month. There was still some work to do but there was little point in delaying further and it would be sensible to get people signing up to the mailing list and letting the website provide an efficient and effective means of engaging with a large section of the community. There would be a link between the website and Facebook with all news and events being posted first on the website and then automatically transferring to Facebook.

Clerk
FE

It was agreed that there needed to be consistency in the messages from the Parish Council and this would be managed via the website. The objective was to promote as much of the good work of the

Parish Council as possible, some of which was being overshadowed by negative publicity. It was agreed that as a policy the comments functionality should be switched off posts on the Facebook page.

FB
Admin

The Clerk reminded members that as part of the initial server package three months of server reports had been included. The monthly report basically verified the status of the server (and is useful in the early identification of issues). Two reports had already been produced (each indicating that the server was working well) and the final report would be produced on August 5th. To continue the cost would be £50 per month. It was Proposed - Cllr. Lockey, Seconded - Cllr. Carol and Agreed that reports should continue for a further three months whilst the website was launched and that the ongoing position could be reviewed again in October.

Clerk

19. **CONSULTATIONS**

19.1 Local Government Unions Pay Claim: NALC consultation

Details had been circulated prior to the meeting and were noted. No response was to be submitted.

20. **CORRESPONDENCE**

FOR DECISION / ACTION

None.

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

None.

FOR INFORMATION

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

FOR INFORMATION	
KALC	KFRS/KALC Fire Hydrant Initiative Clerk to forward information to Cllr. Hersey
LCR	Summer 2017
Clerks & Councils Direct	July 2017
Local Councils Update	July 2017

Clerk

21. **INFORMATION PURPOSES**

22. **DATE OF NEXT MEETING**

22.1 Date of next meeting

Scheduled: Tuesday September 12th 2017 at Dunton Green Pavilion

PUBLIC SESSION

None.

The meeting closed at 9.45pm.

After the meeting, Cllr. Bayley submitted his formal and immediate resignation from the Parish Council and he thanked members and the Clerk for all the support that he had been given during his tenure with the Council. Mr. Bayley presented members with a small gift. The Chairman thanked Mr. Bayley for all the work that he had done whilst a councillor and, on behalf of the full council, wished him and his family all the very best with their relocation.