DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 13th SEPTEMBER 2016 at 7.30pm

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|  | **PUBLIC SESSION**  There were two residents present who expressed concerns about a recent spate of accidents on London Road. Mrs Rose O’Keefe also added that there were issues with people persistently parking on double yellow lines which was not helping the situation. It was felt that the recent incidents had been a combination of a number of factors including speed and driver unawareness of junctions (the Donnington Road junction could be difficult to spot). There were suggestions that a 20mph limit should be adopted although it was believed that as this was an A road there were limitations as to what might be done in this regard. The speed indicator sign that was on London Road near the village hall (for traffic travelling south) was quite good at reminding people of the speed that they were doing/should be doing but whether this had any impact on ‘boy racers’ who seemed to travel mostly late at night in good quality/fast cars seemed debateable. It was suggested that the Parish Council might look at the options for installing on for traffic travelling north through the village although this would need including in budgets for future years.  The Clerk would contact Sevenoaks District Council (SDC) to discuss the matter of enforcement and would contact KCC to establish whether or not a temporary 20mph zone was a possible option (engaging support from the school for this). The PCSO confirmed that the Police cannot rely on 3rd party reports of speeding etc; they have to witness the breach of the law (e.g. someone on their mobile phone) before being in a position to enforce the law.  It was noted that the Parish Council has been trying for a number of years to set up a Community Speedwatch scheme but with very little community support. Sites had been risk assessed and so everything was effectively in place except for trained volunteers. The Clerk would establish when the next training courses were scheduled and would advertise this to the wider community.  Mrs O’Keefe raised a concern about the amount of dog fouling there was in the village. The Parish Council already provides numerous bins but a persistent minority continue to totally disregard the health and wellbeing of the rest of the community.  It was agreed that both topics were worthy of coverage in the next edition of Dunton Green News. Cllr. Lapham would provide an article regarding the concerns on London Road.  The members of the public were thanked for their attendance and then left. | Clerk  Clerk  Clerk  Clerk  AL |
|  | **PRESENT / APOLOGIES**  Present: Cllrs Bayley, Lapham, Hersey, Piper, Mrs. Gomes-Chodyniecki, Lockey, Mrs. England  Apologies: Cllr. Carrol  In attendance: Tracy Godden (Clerk), PCSO Eleanor Collins  It was formally noted that since the July meeting three members of the Parish Council had resigned. Cllrs. Tingley, Miss Guy and Mrs. Monks were thanked for their time on the Parish Council and the Parish Council expressed its appreciation of their commitment to the Parish Council and the community. |  |
|  | MINUTES OF THE COUNCIL The minutes of the meeting held on Tuesday 12th July 2016 were approved as a true record.  Proposed – Cllr Mrs. Gomes-Chodyniecki, Seconded – Cllr. Piper and Agreed. |  |
|  | DECLARATIONS OF INTEREST IN AGENDA ITEMS Cllrs. Lapham & Mrs. Chodyniecki confirmed that as they lived on London Road (and in close proximity to the sites of three of the recent road incidents) they had a personal interest in any discussions on that topic. Cllr Mrs. Gomes-Chodyniecki had a pecuniary interest in Items 12.3a) and 12.4 in relation to quotations submitted. |  |
|  | **4.1** Member Dispensations & Non Pecuniary Interests: Requests for dispensations to be submitted to the Clerk for approval.  None.  **4.2** Committees  **4.2a** Pavilion Committee  **4.2b** Finance & General Purposes Committee  It was noted that the scheduled meetings for 4.2a and 4.2b had been postponed. The Clerk would offer alternative dates to members (via Doodle.com, an application used for polling dates for meetings) and the meetings would be rescheduled.  **4.2c** Community Amenities Committee: Next meeting scheduled for 18/10/16 at 7.30pm  **4.2d** Aspirations & Future Plans Committee: Next meeting scheduled for 15/11/16 at 7.30pm  **4.3** Councillor Training  Councillors that were many and varied training opportunities available to them to help them broaden their knowledge and be apprised of the latest good practices. The Clerk would continue to forward details of courses on offer. Members were also asked to consider whether there was a topic area that might be applicable for the whole council and for which a bespoke training session might be appropriate to organise.  **4.4** Councillor vacancies / Co-option  As previously reported there had been a number of resignations over the summer leaving the Parish Council with three vacancies to fill.  Official notices of vacancy had been put up. SDC will advise on 23rd September (for the first two vacancies) and 5th October (for the third vacancy) whether or not a by-election has been called (which was extremely unlikely) or whether the Parish Council may co-opt new members. It was hoped that the Parish Council would have candidates for consideration at the October meeting. | CAC  AFPC  Clerk  ALL |
|  | CLERK’S REPORT The Clerk advised that given the usage of the pavilion was increasing and there was a need to try to provide hirers of the pavilion with some chance of parking in the car park that she had approached the Social Club to see whether or not it might be permissible for the Parish Council to offer their car park as a potential alternative. This would be aimed at regular users of the outside facilities in the first instance. The Social Club had agreed in principle but there was a need to negotiate some form of financial compensation for the annual right to use the Social Club car park as an alternative. This was discussed and it was Proposed – Cllr. Hersey, Seconded – Cllr. Lockey and Agreed that a sum of £120 per annum should be offered as a stipend. Clerk to liaise with the Social Club.  It was noted that there was still a need to investigate further the Whitehouse Trust and its responsibilities. | Clerk |
|  | REPORTS OF URGENT ACTIONS taken by the Clerk in consultation with the Chairman. There had been a requirement between the July & September meetings to write & have signed 14 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. |  |
|  | **COMMUNITY DEVELOPMENT & SAFETY**  **7.1** Community Development Officers  **7.1a** Report  A report had been submitted to members prior to the meeting. Key points that were noted included the resignation of Alberta Atkinson and the recruitment of Yulia La-Kruz to take on some of her hours, the balance being taken on by Kathryn Bone; the Kent Shed project now being taken on as a district-wide project rather than a Dunton Green –specific project; set up a an Over 55s Social Club by a group of residents who had attended the Older People’s Forum; Youth Dance sessions to be limited to one per month up to Christmas and weekly thereafter following recruitment of a new volunteer (Yuka Lockey) and the intention to set up an informal Mum & Daughter Netball session.  **7.2** PCSO  It was confirmed that PCSO Amy Hardy was now on long term sick leave following a horse riding accident. Covering her patch is PCSO Eleanor Collins. PCSO Collins introduced herself to the Parish Council and confirmed that she would be holding the surgeries that Amy had planned (and that she would forward the dates of the surgeries for the Parish Council to publicise).  **7.3** Anti-Social Behaviour  There had been yet more antisocial and offensive graffiti in the tunnel from the station to the footpath. This had been reported and removed on a frequent basis only for it to reappear. PCSO Collins confirmed that an intelligence report was to be submitted for this and reiterated that it is only by reporting such incidents via 101 that they get formally on the database (and therefore included in the statistics helping to determine areas that need attention). Councillors complained again about the length of time that it takes to report anything via 101 (something which they had been urging the Police to address for some years now). An online reporting solution was suggested and it was noted that going forward there may be just such a solution.  **7.4** Youth Provision  **7.4a** West Kent Extra 8-12s Project update  It was noted that this project would be commencing in Dunton Green after the October half term. Young people are invited to attend these sessions (which are already run in Sevenoaks with great success) following referrals from schools. They are aimed at young people who need additional help and support with things like transition from primary to secondary education amongst many other areas. It was anticipated that the project would assist a number of young people in Dunton Green.  **7.4b** Play Place provision from September & future plans  It was Proposed – Cllr. Lapham, Seconded – Cllr. Lockey and Agreed that the decision taken between meetings to fund the ‘Dunton Green Cook Off’ project run by Play Place for six weeks from 12th September be ratified. The Clerk confirmed that she was trying to set a meeting with Play Place so that a schedule of projects could be set up for the rest of the academic year. This was necessary in order to assess funding requirements and to help Play Place obtain third party sources of funding as well as to ensure continuity of youth provision in Dunton Green.  **7.5** Community Speedwatch  Further to previous meetings it was confirmed that risk assessments had been carried out in conjunction with the Community Speedwatch team and that two sites had been identified as safe and suitable to run schemes from. Only two current members of the Parish Council had attended training previously and three other members expressed an interest in attending (Cllrs. Piper, Lockey & Mrs. Gomes-Chodyniecki). The clerk would liaise with SDC to e4stablish when the next set of training sessions was scheduled and would also use Facebook to assess whether there was interest in the Community – the team could not solely be made up of Parish Councillors and it was important to get the community involved in this activity). Clerk to follow up.  **7.6** London Road accidents  Following on from the points raised by the members of the public in the Public Session councillors discussed possible options for further investigation (acknowledging that there were unlikely to be any quick fixes due to budget constraints and the need to liaise with Kent Highways). It was agreed that the Clerk should try to obtain further information about: whether it is possible to have a 20mph zone installed by the school (garnering support from the primary and nursery schools); whether or not speed cameras wold be supported by other agencies; whether a speed indicator (like the one located south bound by the village hall) was an option for traffic travelling in a northerly direction and whether it might be feasible to upgrade the zebra crossing north of the Duke’s Head pub to a pelican crossing (upgrading something that is already in the village potentially being cheaper then instating something new?). It was suggested that some sort of speed reduction campaign supported by the school (perhaps with the children producing posters for a competition whereby the winning design would be produced in a large format for installation in the village) would be worth developing as an immediate response to the recent incidents. Clerk to liaise with the Headteacher and to include this topic on the October agenda. It was also agreed that the Parish Council could put up banners now & again to remind drivers that there is a 30mph speed limit. | Clerk  Clerk  Clerk  Clerk  Clerk  IB |
|  | **FINANCE** 8.1 The Clerk presented the Council with a summary Bank Reconciliation to 31st August 2016, which was noted and approved (Proposed – Cllr. Lockey, Seconded – Cllr Mrs. Gomes–Chodyniecki and Agreed).  |  |  |  |  | | --- | --- | --- | --- | | Cash in hand 01/04/2016 |  |  | 59,171.32 | |  |  |  |  | | ADD |  |  |  | | Receipts 01/04/2016 – 31/08/2016 |  |  | 64,451.54 | |  |  |  | 123,622.86 | |  |  |  |  | | SUBTRACT |  |  |  | | Payments 01/04/2016 – 31/08/2016 |  |  | 41,009.94 | |  |  |  |  | | A: Cash in hand 31/08/2016 |  |  | **82,612.92** | |  |  |  |  | |  |  |  |  | | Cash in hand per Bank Statements |  |  |  | | Current 31/08/2016 |  | 19,564.43 |  | | Reserve 31/08/2016 |  | 63,971.03 |  | |  |  |  | **83,535.46** | |  |  |  |  | | Less unpresented cheques |  |  |  | | 4385: Travel expenses | 9.00 |  |  | | 4397: KALC books | 5.54 |  |  | | 4402: Grounds Maintenance | 478.00 |  |  | | 4404: Printing | 430.00 |  | 922.54 | |  |  |  |  | |  |  |  | 82,612.92 | |  |  |  |  | | Plus unpresented receipts |  |  | 0.00 | |  |  |  |  | | **B: Adjusted Bank Balance** |  |  | **82,612.92** | |  |  |  |  |   **8.2** Annual Return 2015/16  It was noted that the external audit of the Annual Return had been completed by PKF Littlejohn. The Clerk advised that the auditor’s certificate and report included a comment as follows:  *Except for the matters reported below, on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.*  *Section 2 has not been prepared in accordance with proper practices. Proper practices require local councils where the gross income or expenditure (whichever is the higher) has exceeded the threshold of £200,000 for a period of three continuous years, to report their financial details on an income and expenditure basis, from the third year onwards. This is the third year that the Council’s accounts have included income and/or expenditure of more than £200,000 and thus both year’s figures on the Annual Return should not have been completed on a receipts and payments (cash) basis, as they have been. Please ensure that the 2015/16 figures are restated on the correct basis when completing the prior year comparatives on next year’s Annual Return.*  The Clerk informed members that she had, for the last three years, advised the external auditor that the reporting thresholds were being exceeded as a result of the financing of the recreation ground project and was not a reflection of any large scale change in the day to day running of the Parish Council. It had initially been anticipated that the expenditure on this project would have been largely completed before the 2015/16 Financial Year but a delay in the invoicing for the recreation ground play equipment had meant that a third year had been affected in regards to exceeding the thresholds. The Clerk was awaiting a call from the Parish Council’s former Internal Auditor on this matter as the 2016/17 accounts would not reach the thresholds requiring income and expenditure accounting.  **8.3** Year to Date Analysis  The Clerk advised that she had completed an analysis to the end of August which indicated that there was likely to be an increase in income versus budget and for expenditure to be on budget given likely spending to the end of the financial year. The Clerk would update this analysis with figures to the end of September and would issue to all members in good time for the October meeting. This analysis would have a role in determining the budget for 2017/18 which the Parish Council would be reviewing and agreeing over the coming months. | Clerk |
|  | **INSURANCE**  **9.1** The Council is requested to consider the options for the premium renewal (the current policy expires with effect from 1st October 2016), agree cover for the next year and consider the benefits of a Long Term Agreement (LTA).  Councillors had been provided with information supplied by Came & Co in relation to three quotations for the renewal of the Parish Council’s insurance policy. The Clerk advised that she had met with Vicky Jacomb from Came & Co (the Parish Council’s current insurance broker and independent specialists in Parish Council insurance) and had discussed the details of the policy requirements. Following some discussion, it was Proposed – Cllr Mrs. England, Seconded – Cllr. Lapham and Agreed to accept the Hiscox quotation and to enter into a 3-year Long Term Agreement which further reduced the renewal premium (from £4183.01) to £3973.86 inclusive of insurance premium tax. Policy to commence 1st October 2016. | Clerk |
|  | ACCOUNTS FOR PAYMENT **10.1** It was resolved (Proposed – Cllr Mrs. Gomes-Chodyniecki, Seconded – Cllr. Piper 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 13/07/16) | 183.71 |  | 183.71 | | DD | B&CE HSM Ltd (The People’s Pension) (paid 09/08/16) | 184.94 |  | 184.94 | | DD | SAGE UK Ltd Payroll software (paid 16/07/16) | 4.00 | 0.80 | 4.80 | | DD | SAGE UK Ltd Payroll software (paid 16/08/16) | 4.00 | 0.80 | 4.80 | | DD | E.On (UMS elec for street lighting Jun 2016/paid 22/07/16) | 245.35 | 49.07 | 294.42 | | DD | E.On (UMS elec for street lighting Jul 2016/paid 23/08/16) | 253.53 | 50.71 | 304.24 | | DD | E.On Gas (pavilion Jun Jul paid 29/07/16) | 47.72 | 4.41 | 92.82 | | DD | E.On Gas (pavilion Jul Aug paid 30/08/16) | 40.64 | 2.03 | 42.67 | | DD | E.On Electricity (pavilion Jun Jul paid 29/07/16) | 79.80 | 3.99 | 83.79 | | DD | E.On Electricity (pavilion Jul Aug paid 30/08/16) | 121.50 | 6.08 | 127.58 | | DD | BT Telephone & Broadband (paid 08/08/16) |  |  | 63.79 | | DD | HMRC VAT Return Payment (Jun ‘16: paid 10/08/16) |  | 84.57 | 84.57 | |  |  |  |  |  | | 4392 | *UC 028/2016*  Alan J Davies Grounds Maintenance June 2016 | 1357.00 |  | 1357.00 | | 4393 | *UC 029/2016*  Clerk’s expenses (car park notices & pavilion supplies) | 44.12 | 7.75 | 51.87 | | 4394 | UC 030/2016  Abacus Blinds Installation of blinds in office and halls | 2140.00 | 428.00 | 2568.00 | | 4395 | *UC 031/2016*  Victim Support Donation (as agreed at July meeting) | 50.00 |  | 50.00 | | 4396 | *UC 032/2016*  Russell John Bathrooms Installation of outside tap | 210.00 | 42.00 | 252.00 | | 4397 | *UC 033/2016*  KALC Publications (Being a Good Employer) | 5.28 | 0.26 | 5.54 | | 4398 | *UC 034/2016*  SDC Cleaning of Mill Rd & Recreation Ground July 2016 | 123.00 | 24.60 | 147.60 | | 4399 | *UC 035/2016*  KCC Photocopier leasing & copy charges | 237.67 | 47.54 | 285.21 | | 4400 | *UC 036/2016*  Pulse Cleaning Systems Ltd August pavilion cleaning | 462.32 | 92.46 | 554.78 | | 4401 | *UC 037/2016*  Staff salaries & expenses August 2016 | 1903.58 |  | 1903.58 | | 4402 | *UC 038/2016*  Alan J Davies Grounds Maintenance July 2016 | 478.00 |  | 478.00 | | 4403 | *UC 039/2016*  Clerk’s expenses (travel, postage, parking stickers) | 97.96 |  | 97.96 | | 4404 | *UC 040/2016*  Welcome Printing Autumn Newsletter | 430.00 |  | 430.00 | | 4405 | *UC 041/2016*  The Play Inspection Company Operational Inspection (late payment) | 50.00 | 10.00 | 60.00 | |  |  |  |  |  | | 4406 | Gilbert Butcher Ltd – In Liquidation and forwarded ‘c/o Acasta Consulting Limited Final settlement of retention monies in relation to the construction of the pavilion | 300.00 |  | 300.00 | | 4407 | Carrington Electrical Ltd Installation of defibrillator on shopping parade | 174.50 | 34.90 | 209.40 | | 4408 | PKF Littlejohn LLP Audit of Annual Return 2015/16 | 600.00 | 120.00 | 720.00 | | 4409 | Teambase Pavilion Supplies | 62.31 | 12.46 | 74.77 | | 4410 | SDC Cleaning of Mill Rd & Recreation Ground August 2016 | 123.00 | 24.60 | 147.60 | | 4411 | Alan J Davies Grounds Maintenance August 2016 | 946.00 |  | 946.00 | | 4412 | Steve Green Musical entertainment (Fireworks Event) | 100.00 |  | 100.00 | | 4413 | Andrew Boakes Associates Ltd Works in relation to defects (Pavilion construction) | 1387.50 | 277.50 | 1665.00 | | 4414-4415 | Staff salaries & expenses September 2016 | 1948.71 |  | 1948.71 | | 4416 | HMRC QTR 2 2016/17 PAYE TAX & NI | 2363.27 |  | 2363.27 | | 4417 | CPRE Subscription renewal 2016/17 | 36.00 |  | 36.00 | | 4418 | Pulse Cleaning Systems Ltd September pavilion cleaning | 295.92 | 59.18 | 355.10 | | 4419 | The Play Inspection Company | 55.00 | 11.00 | 66.00 | | 4420 | Came & Company Insurance Subscription 2016/17 | 3973.86 |  | 3973.86 | |  |  |  |  |  | | DD | SAGE UK Ltd Payroll software (due 16/09/16) | 4.00 | 0.80 | 4.80 | | DD | B&CE HSM Ltd (The People’s Pension) (due 15/09/16) | 186.42 |  | 186.42 | | DD | BT Telephone & Broadband (due 09/16) |  |  | 66.13 | | DD | E.On (UMS elec for street lighting Aug 2016 (due 22/09/16) | 253.53 | 50.71 | 304.24 | | DD | E.On Gas (pavilion Aug Sep due 26/09/16) | 37.34 | 1.87 | 39.21 | | DD | E.On Electricity (pavilion Aug Sep due 26/09/16) | 89.19 | 4.46 | 93.65 | | DD | Webfusion Ltd (123-Reg: domain name annual subscription) due 15/09/16 | 6.99 | 1.40 | 8.39 | |  |
|  | PLANNING **11.1** CURRENT PLANNING It was Proposed – Cllr. Lapham, Seconded – Cllr. Piper and Agreed that the recommendations made following Council consideration outside of a full Council meeting (as a result of deadlines for response) be ratified.   |  |  | | --- | --- | | **11.1a** |  | | Application Number: | SE/165/02032/FUL | | Location: | Former Jessups Quarry North Downs Business Park Limepit Lane | | Development: | Redevelopment of site with removal of ready mix concrete plant and erection of Class B1/B2/B8 building with parking area, re-profiling slope at foot of quarry face and erection of 2-3 metre high retaining wall to align with wall on adjoining site. | | Recommendation: | Support | | **11.1b** |  | | Application Number: | SE/16/02180/HOUSE | | Location: | 17 Campion Square | | Development: | Erection of a rear extension | | Recommendation: | Support | | **11.1c** |  | | Application Number: | SE/16/01721/HOUSE | | Location: | 3 Shabhall Cottage Morants Court Road | | Development: | Construction of front and rear dormers to existing dwelling. Erection of a detached garage | | Recommendation: | Support |   **11.2** CURRENT PLANNING To consider the applications and to resolve to agree recommendations.   |  |  | | --- | --- | | **11.2a** |  | | Application Number: | SE/16/02331/HOUSE | | Location: | 7 Hillfield Place | | Development: | Replace the back door and window in the kitchen with patio doors or double glass doors (French doors) | | Recommendation: | No comment/comments only  Proposed – Cllr Mrs. England, Seconded – Cllr. Lockey and Agreed.  It was unclear to the Parish Council as to why this required a full planning application. |   **11.3** PLANNING NOTIFICATIONS It was resolved to note the decisions from SDC or the Planning Inspectorate.   |  |  | | --- | --- | | **11.3a** |  | | Application Number: | SE/16/02036/WTPO | | Location: | Building H14 Fort Halstead Crow Drive Halstead | | Development: | T1 – Sweet Chestnut (Castanea sativa) – Prune away from aerials and support poles providing a two metre clearance. All cuts will be made to targeted pruning points. | | Information: | Town and Country Planning Act 1990  Application for consent to cut down, prune or uproot trees covered by a Tree Preservation Order. For information only. | | **11.3b** |  | | Application Number: | SE/16/02038/WTPO | | Location: | Building H14 Fort Halstead Crow Drive Halstead | | Development: | Various works to trees (TPO) | | Information: | Town and Country Planning Act 1990  Application for consent to cut down, prune or uproot trees covered by a Tree Preservation Order. For information only. | | **1.3c** |  | | Application Number: | SE/16/01520/HOUSE | | Location: | 2 Shabhall Cottage Morants Court Road | | Development: | Two storey rear extension | | Decision: | Granted (subject to conditions) | | **1.3d** |  | | Application Number: | SE/16/01173/FUL | | Location: | 104 London Road | | Development: | Replacement dwelling | | Decision: | Granted (subject to conditions) | | **1.3e** |  | | Application Number: | SE/16/01743/HOUSE | | Location: | 2 Barretts Road | | Development: | Demolition of existing rear ground floor extension. Erection of a single storey rear extension and first floor dormer window. | | Decision: | Granted (subject to conditions) | | **1.3f** |  | | Application Number: | SE/16/00954/MMA | | Location: | Former West Kent Cold Store Rye Lane | | Development: | Minor material amendment to application SE/15/03741/MMA relating to the redevelopment of the site comprising of 500 residential units, 2300sqm of commercial floorspace and a 460 sqm medical facility together with associated access roads, car parking, landscaping and open space. Proposed amendments to show design and layout changes to Phase 7B. | | Decision: | Granted (subject to conditions) | | **1.3g** |  | | Application Number: | SE/16/02180/HOUSE | | Location: | 17 Campion Square | | Development: | Erection of a rear extension | | Decision: | Granted (subject to conditions) | | **1.3h** |  | | Application Number: | SE/16/01721/HOUSE | | Location: | 3 Shabhall Cottage Morants Court Road | | Development: | Construction of front and rear dormers to existing dwelling. Erection of a detached garage | | Decision: | Granted (subject to conditions) | | **1.3i** |  | | Application Number: | SE/16/01849/FUL | | Location: | Donnington Manor Hotel London Road | | Development: | The erection of replacement 1.8m fencing around the North Western, North Eastern and South Western boundaries and the provision of hedgerow planting. The erection of five replacement floodlight columns and the installation of fence mounted lighting units. | | Decision: | Refused |   **11.4** Letter from SDC: Proposed addresses for Phase 7 and 8A (Ryewood Meadows development)  Details of proposed street names for four roads on the Ryewood development had been supplied by SDC inviting comment. Members noted the details ad declined to comment further. | Clerk  Clerk |
|  | RECREATIONAL FACILITIES AND COMMUNITY AMENITIES **12.1** Pavilion   1. WKCS S106 Community Facilities Fund: DGPC Recreation Ground Project   There had been no progress with regard to the snagging list to report since the last meeting. However, the Clerk had discovered that an expansion vessel in the plant room was leaking and had sought assistance and advice from the architect and the Mechanical & Electrical Consultants. Richard Short from Pi Consult was due to attend site later that week to investigate further.   1. General   Nothing to report.  **12..2** Recreation Ground   1. Operational & Annual Inspection reports   The Play Inspection Company had provided Health & Safety reports since the last Parish Council meeting. There were no items requiring immediate attention and the reports (which had been circulated to embers) were noted.   1. Weekly inspections   It was agreed that the Clerk should reformat the forms so that a one-page document could be produced for members to complete and a new rota would be issued. A map outlining where inspections were expected to be made would also be supplied.  **12.3** Grounds Maintenance   1. Comments / feedback   The Clerk advised that she had put off ordering the large litter bin that the Council had agreed should be installed in the recreation ground due to restrictions & difficulties around delivery. It was agreed that the item could be delivered to Cllr. Hersey or Cllr Mrs. England. Clerk to order the litter bin.  The Clerk informed members that she had sought quotations for the maintenance (rub down and oil/varnish) of many of the Parish Council’s timber assets (bus shelter, village sign, noticeboard, seat opposite Milton Road and Rose Garden seat). It was Proposed – Cllr. Lapham, Seconded – Cllr. Piper and Agreed (Cllr Mrs. Gomes-Chodyniecki abstaining) that a quotation of £640 plus consumables (estimated at £50) from Sevenoaks Builders & Joiners be accepted.   1. Drainage (extension land)   It was noted that a report had been received from the consultants involved in the drainage aspect of the build of the new pavilion in relation to concerns raised about the effectiveness of the system and its impact on the neighbouring farmland. It was noted that the consultants had evidence of affected areas on that land prior to the construction of the veiling. That and technical information about the surface water drainage resulted in the consultants concluding that the building and it drainage system was not the cause of drainage issues on that land.  **12.4** General Projects / Updates  The Parish Council had previously agreed that it wished to extend the paving/hardstanding from the kitchen fire exit door to the outside store (to facilitate ease of access to the plant room) and extend the area behind each of the bootscrapers. It was Proposed – Cllr. Lapham, Seconded – Cllr. Lockey and Agreed (Cllr Mrs. Gomes-Chodyniecki abstaining) to accept a quote of £3200 from Sevenoaks Builders & Joiners. It was agreed that work to remove the concrete pile from the recreation ground (remnants of an old building base removed for the construction of the new play area) would be deferred until the next financial year.  The Clerk advised that she had approached a number of companies in relation to quotes for floodlighting as the Parish Council would need to establish what system of artificial lighting it would like to have in the recreation ground to facilitate better use of the MUGA and tennis court over the darker months and in order to have an idea of the costs to enable financing options for the project to be fully considered. It was anticipated that there would be information available for the October meeting. | Clerk  Clerk  Clerk  Clerk  Clerk  Clerk |
|  | **ALLOTMENTS**  Nothing to report. |  |
|  | FOOTPATHS (Public Rights of Way) It was noted that KCC were due in September to cut the station footpath. This had been cut by Cllr. Hersey over the summer (as there were now only two cuts by KCC; residents had complained about the overgrowth and KCC had in fact approached the Parish Council to ask if it was possible for DGPC to do an interim cut).  It was also reported that the footpath at the back of the Ryewood development had seen a large amount of vegetation removed (excessive amounts that had left one section very bare) and that a set of steps that had been installed had been confirmed as maintenance steps for the development as opposed to an alternative access point. |  |
|  | HIGHWAYS AND TRANSPORT Covered under the earlier Public Session and Item 7.6 (London Road accidents). |  |
|  | **LIGHTING**  Nothing to report. |  |
|  | EVENTS / ACTIVITIES **16.1** DGPC Events for 2016: feedback &/or progress updates (where applicable)   1. Events Working Group    1. Fireworks Saturday 17th September   Arrangements were in hand for the event, organisation being led by Cllrs. Bayley and Lockey. The Clerk would contact Pyrotechnics to confirm their arrival time on the day and to ensure that they had contact telephone numbers. The Clerk would also ensure that car park closure notices were put on the day before the event to ensure access for everyone involved in setting up for the event and to keep the car park relatively clear for the event itself. Those councillors who had confirmed that they would be available on the day were informed about when they would be needed.   * 1. Photographic Exhibition Sunday 16th October   Information had been provided through the Dunton Green News magazine but it was agreed that there was a need to push and promote this event again.   * 1. Parish Reception: determine if this is to be held in 2016/17   It was agreed that there should a Parish Reception in this financial year. It was determined that it would be best to hold this event in February and that there needed to be a format and a focus to get people involved. A firm date and a venue needed to be agreed.  **16.2** Other events   1. Defibrillator training   Following some discussion, it was agreed that ideally there should be two sessions on a Wednesday. The first session to take place 2-3pm (prior to school pick up) and a second session from 7-8pm to offer commuters and other workers who could not attend the day session an opportunity to have training. The Clerk would check pavilion availability for Wednesdays over the coming months and would ask Sevenoaks CFR if they were able to provide the sessions (a donation to be paid by the Parish Council). | IB PL  Clerk  Clerk  Clerk  IB PL  Clerk  IB  Clerk  Clerk |
|  | **COMMUNICATION**  **17.1** Newsletter  **17.1a** Copy deadline for next edition  The deadline for copy for the next issue was confirmed as 1st November. The Clerk encouraged councillors to submit articles and Cllr. Lapham confirmed that he was prepared to produce an article about speeding concerns.  **17.1b** Delivery of the newsletter  17.1b i) Volunteer route re-organisation  There was some discussion about the routes and their allocation and it was agreed that councillors would all be allocated route which, if they could not complete the delivery of the newsletters, was their responsibility to find someone to cover. There should be a relatively large window of opportunity for deliveries now that the Council was working to a much stricter schedule of publishing which should assist all deliverers. The Clerk would issue route allocations in due course.  17.1b ii) Alternative options  This item had been included should there be no desire on the part of councillors to continue the delivery of the newsletter. This had not been the case and so there was no need to discuss potential alternatives (which would almost certainly incur some form of cost to the Council).  **17.2** Website / Media / Technology  This was still very much an area of work in progress. | AL  ALL  Clerk |
|  | **CORRESPONDENCE**  **FOR DECISION / ACTION**   |  |  | | --- | --- | | KCC | Local Transport Plan Consultation (deadline 30/10/16)  Noted. No comments to be submitted. | | NHS West Kent | New Models of Care Survey (deadline 30/09/16)  Noted. No comments to be submitted. |   **FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS**  Nothing to report.  **FOR INFORMATION**  The items of correspondence below were NOTED by the Parish Council:   |  |  | | --- | --- | | Holmesdale Angling Club | Email regarding meeting held to discuss Lakeside Place issues | | Kent Downs AONB | Request for help with work of the Darent Valley Landscape Partnership | | Gatwick Airport | 2015 ‘Decade of Change’ Performance Summary | | Gatwick Airport | Tour invitation | | Groundwork South (Kent & Medway Area) | Information regarding funding opportunity (Tesco Bags of Help scheme) | | Clerks & Councils Direct | September 2016 | | Local Councils Update | August 2016 | | Local Councils Update | September 2016 | | CPRE Countryside Voice | Summer 2016 | | NHS Kent & Medway | Connected (Summer 2016) | | Victim Support | Letter of thanks for donation | | SDC (Licensing Partnership) | Letter regarding Public Notice Re: Sevenoaks District Council, Section 76 Public Health Act 1925 and SDC’s intention to pass a resolution to adopt Section 76. This would enable the Local Authority to extend the provisions of the Town Police Clauses Act 1847 onto designated private property, namely, railway station land within the District of Sevenoaks. The powers will extend those of the Licensing team for compliance and enforcement purposes on such private land. | |  |
|  | INFORMATION PURPOSES **20.1** Saturday Freighter: September 24th |  |
|  | DATE OF NEXT MEETING **21.1** Date of next meeting  Scheduled: Tuesday October 11th 2016 at Dunton Green Pavilion |  |
|  | PUBLIC SESSION None. |  |

The meeting closed at 9.47pm.