

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 8th MARCH 2016 at 7.30pm

1. PRESENT / APOLOGIES

Present: Cllrs. Mrs. England, Tingley, Piper, Hersey, Carrol, Cllr Mrs. Monks

Apologies: Cllrs Bayley, Lapham, Miss Guy, Lockey, Mrs. Gomes-Chodynietki, Brown (SDC), Parry (KCC) and Kelly Webb

In attendance: Tracy Godden (Clerk), PCSO Amy Hardy

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 9th February 2016 were approved as a true record.
Proposed - Cllr. Tingley, Seconded - Cllr. Piper and Agreed.

Clerk

3. MEMBER DISPENSATIONS & NON PECUNIARY INTERESTS

None.

4. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

The Clerk had circulated the 'Interpretation of DPs Report' prior to the meeting which had outlined details of a prosecution in relation to non-declaration of Disclosable Pecuniary Interests. The report was noted.

9. COMMUNITY DEVELOPMENT & SAFETY

PCSO Hardy needed to attend to another matter and so was invited to give the Parish Council a short update prior to having to leave.

9.2 PCSO

9.2a Report

PCSO Hardy confirmed that the area off Hillfield Place where a camp had been created and a great deal of rubbish had been dumped was being dealt with. PCSO Hardy had dismantled the camp/gazebo that had been erected and there was no evidence to suggest that anyone had returned since that had happened. Further investigations were ongoing with SDC to establish ownership of the land to enable arrangements for clearance of the land to take place.

Cllr. Carrol advised that he had noticed that the back of the station was full of rubbish & litter. PCSO Hardy would keep an eye on this to ensure that young people from the camp area had not relocated there.

The Clerk would forward PCSO Hardy's email address to members to enable them to contact her directly. However, issues that required more immediate attention should also be reported via 101 (or 999 if justified) as the PCSO might not be on shift to deal with the matters.

PCSO Hardy added that there had been an increase in the numbers of moped thefts and in thefts high value cars in the district.

5. GENERAL ADMINISTRATION

Nothing to report.

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 February & March meetings to write & have signed 2 cheques. Councillors, having reviewed the supporting documentation, signed these and urgency

certificates to confirm the action. Details of the cheques and payees are available under 'Accounts for Payment', Item 11 below.

8. PUBLIC SESSION

None.

9. COMMUNITY DEVELOPMENT & SAFETY

9.1 Community Development Officers

9.1a Report

The report that had been submitted by Kelly Webb was noted. It was felt that the Community Development Workers were not really managing to engage with the community; the Health Week had been very disappointing with regard to attendance. A meeting was scheduled for 17th March at which Cllrs. Bayley & Mrs England and the Clerk would discuss a number of concerns direct with the Community Development team.

IB FE
Clerk

9.2 PCSO

9.2a Report: as noted earlier in the minutes.

9.3 Anti-Social Behaviour

9.3a Land off Hillfield Place

Further to the update provided by the PCSO the Clerk added that contact had been made with a land agent representing the possible landowner and with Environmental Health to look at the situation. It was noted that the Clerk had received a complaint from a member of the public regarding the area who had then contacted representatives from Chevening. The Clerk had advised all that DGPC was working with SDC, Environmental Health and was trying to liaise with the land agent in order to make progress on this matter.

9.3b Rubbish on A224 at Polhill

DGPC had been copied into a communication from Cllr. Edwards-Winsor (Otford PC and SDC) regarding rubbish on the A224 at Polhill. There had been no complaints about this issue submitted to DGPC or to Cllrs. Brown and Mrs Bayley.

9.4 Youth Provision

A report had been submitted by Play Place summarizing the achievements to date of the Arts Award Project that was currently being delivered in Dunton Green. So far the attendance was good and the provision appeared to be being well received. It was a positive step forward but DGPC would wait for the course to complete and hear feedback from SDC who had been assessing the project (as the grant funder). It was felt that there were quite clear indicators that the course being targeted and focused was a solid reason for the good attendance. The former youth club had been fairly unstructured and so there was no clear reason why young people would attend. Discussions would need to take place regarding potential future provision. To be included on the April agenda.

Clerk

10. FINANCE

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

Clerk

Cash in hand 01/04/2015			84,133.28
ADD			
Receipts 01/04/2015 - 02/03/2016			267,595.06
			351,728.34
SUBTRACT			
Payments 01/04/2015 - 02/03/2016			285,554.73
A: Cash in hand 02/03/2016			66,173.61
Cash in hand per Bank Statements			

Current 02/03/2016		12,220.33	
Reserve 02/03/2016		53,953.28	
Treasury 02/03/2016		0.00	
			66,173.61
Less unrepresented cheques			0.00
			66,173.61
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			66,173.61
A=B Correct			

11. ACCOUNTS FOR PAYMENT

11.1 It was resolved (Proposed - Cllr Mrs. Monks, Seconded - Cllr. Tingley 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
4304	UC 004/2016 M&C Electrical Contractors Ltd Disabled toilet light PIR	45.00	9.00	54.00
4305	UC 005/2016 Furniture@Work Ltd 20 chairs / leaflet dispensers	886.00	177.20	1063.20
4306	Action with Communities in Rural Kent Subscription 2016/17	50.00		50.00
4307	Streetlights Anti-vandal collars	410.00	82.00	492.00
4308	Pulse Cleaning Systems Ltd March pavilion cleaning	364.54	72.91	437.45
4309	T. Jones Brookwood Property Services Litterbins/Odd jobs	90.10		90.10
4310	SDC Cleaning of Mill Rd & Recreation Ground Feb 2016	120.00	24.00	144.00
4311	SDC Saturday Freighter Hire 13/02/16	77.25	15.45	92.70
4312	Furniture@Work Ltd 5 x folding tables	510.00	102.00	612.00
4313	M&C Electrical Contractors Ltd Thermostat covers	203.00	40.60	243.60
4314	I Bayley expenses (travel to conference)	16.20		16.20
4315-4316	Staff salaries & expenses March 2016	1908.99		1908.99
4317	HMRC QTR 4 2015/16 PAYE TAX & NI	2302.28		2302.28
4318	CANCELLED			
DD	B&CE HSM Ltd (The People's Pension) Set Up Fee (paid Feb)	500.00	100.00	600.00
DD	E.On Electricity (pavilion Jan Feb)	83.80	4.19	87.99
DD	E.On Gas (pavilion Jan Feb)	195.75	39.15	234.90
DD	E.On (UMS elec for street lighting Feb 2016 / pay Mar)	244.04	48.81	292.85

12. PLANNING

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

12.1a	
Application Number:	SE/16/00197/HOUSE
Location:	184 London Road

Development:	New onsite parking and a dropped kerb to highway.
Recommendation:	Support Proposed - Cllr Mrs. Monks, Seconded - Cllr. Carrol and Agreed

Clerk

12.2 PLANNING NOTIFICATIONS To resolve to note the decisions from SDC or the Planning Inspectorate.

12.1a	WITHDRAWN APPLICATION
Application Number:	SE/16/00090/HOUSE
Location:	Great Dunton Farm House London Road
Development:	Alteration of existing garage attic space into habitable space with three additional dormers

12.3 Ryewood Meadows - to include:

a) Medical facility meeting 4th March

The Clerk confirmed that she & Cllr. Bayley had attended a meeting with Cllr. Brown to discuss the feasibility of there being a medical facility at the Ryewood Meadows development. Also present was the Chief Executive of the West Kent Clinical Commissioning Group (CCG) (Ian Ayres), Aaron Hill (SDC Planning) and representatives for the Rt. Hon Michael Fallon MP and Berkeley Homes Ltd. It was explained that the original Section 106 Agreement had been signed between Berkeley Homes and the Primary Care Trust (OCT). Approximately five years ago, NHS England became responsible rather than the PCT and the West Kent CCG was due to take on responsibility from 1st April. Mr. Ayres had explained that no current surgery in Sevenoaks was prepared to open a branch surgery at the Ryewood Meadows development. He also advised that proposed facility was apparently not big enough to accommodate a new surgery from a new practice. A review was to be undertaken in relation to medical provision across the district, including the Sevenoaks Community Hospital and as part of that review the lack of medical provision outside Sevenoaks town and the need to travel to access services would be assessed. In the meantime consideration would be given for the provision of a private healthcare provider or a community pharmacy at the site in Dunton Green. A further meeting was scheduled for the beginning of April.

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: still no success in getting the contractor to site to complete the remaining snagging items. Clerk to raise issue with architect.

Clerk

b) Maintenance

Arrangements to be made for water cooler to be attended to (water filter due for change but agreement still in name of building contractor).

Clerk

13.2 Recreation Ground

a) Play equipment

The clerk confirmed that she was still waiting to hear from Sutcliffe Play with regard to the youth shelter lights which were not working. Clerk to follow up again.

Clerk

13.3 Grounds Maintenance

a) Contract for 2016-2019

Tender submissions had been received from 4 of the 5 contractors requested to quote for the contract. After some discussion regarding each of the submissions it was Proposed - Cllr. Piper, Seconded - Cllr. Hersey that the contract be awarded to Alan J Davies (current contractor) with the caveat that the situation would be reviewed towards the end of the first year. Clerk to inform all parties of the decisions made.

Clerk

b) Village Green

There had been no further updates with regard to the village green and the request from Southern Gas Networks (SGN) that they be allowed to excavate along the length of the lower section in order to install a new gas main. The Clerk had responded on a number of occasions but there were still a number of outstanding questions regarding the real benefit

- of doing this which SGN needed to answer.
- c) Comments / feedback
Nothing to report.

13.4 General Projects / Updates

- a) Longford Meadow (goals/play equipment)
Quotations were pending but monies accrued from the rent of Longford Meadow by SGN were ring-fenced for use in this project.
- b) Defibrillator shopping parade
It had been suggested that the defibrillator could be located on the wall between Bojangles and The Bed Post. This had been verbally agreed by Jason Botting at Bojangles but Cllr. Bayley had yet to talk to the owners of The Bed Post. Once this had been done the Clerk would write formally to both traders to formalise the agreement and make arrangements for an electrician to visit site.

IB
Clerk

13.5 Chipstead Lake - request to publicise public events to raise awareness

It was agreed that whilst the Parish Council had no wish to be formally involved in a Community Interest Company in relation to the purchase & management of Chipstead Lake there were no objections to the Parish Council highlighting the cause and advertising any public events.

14. ALLOTMENTS

Nothing to report other than the fact that the Social Club has clearly gone to a great effort to clear & tidy the car park next to the allotments which has improved the look of the area considerably.

15. FOOTPATHS (Public Rights of Way)

Nothing to report.

16. HIGHWAYS AND TRANSPORT

Nothing to report.

17. LIGHTING

17.1a Underpass lighting

Cllrs. Bayley and Mrs England had met with Wendy Boustead (Street Lighting Planned Works Team Leader) and Stephen Holmwood (Street Lighting Engineer) from at the underpass under London Road to review the lighting situation. It was clear that KCC did not really wish to spend money on lighting in the underpass but it was agreed that as a result of the concerns raised by DGPC and residents that Wendy would look into the costs for new units (lighting tubes used in the Underground) as KCC is looking to trail these units.

18. EVENTS / ACTIVITIES

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

- a) Annual Parish Meeting 23rd March 7pm
- b) Village Picnic & Queen's Birthday 12th June
The Clerk had obtained some process for a Copper Beech tree. A mature tree (some 10ft tall) could be purchased and delivered for approximately £300. It was Proposed - Cllr. Tingley, Seconded Cllr. Piper and Agreed that a tree should be purchased and advice taken with regard to how to plant (the expectation being that there would likely be a need for a cubic metre hole and a builder bag of top soil to go in it (the soil in the recreation ground being predominately clay).

Clerk

18.2 Other events

- a) Events being organised by SDC as part of the Dunton Green project
There were not events for which dates had been finalised as yet. It was felt that the approach towards events & activities was too vague, not targeted sufficiently and not repetitive enough to generate enough interest.

19. COMMUNICATION

19.1 Newsletter

New A5 format first edition nearing completion. Print & delivery timings would be tight if the edition was to be out before the APM.

IB
Clerk

19.2 Website / Media / Technology

The Clerk was to attend website training on 31st March to see if there were any hints or tips on how to further enhance the current website. Facebook continued to be updated when information was available.

19.3 Logo

Cllr. Carrol had taken on board the feedback from members at the last visit and had provided some further draft logos. It was agreed that Cllr. Carrol should work further on one of the logos that was not circular as it was felt that this had more potential and was a more modern look. More drafts would be circulated in due course.

AC

20. CORRESPONDENCE FOR DECISION / ACTION

SDC	Public consultation <i>draft</i> of the Sevenoaks District Community Plan 2016-19 Deadline for DGPC comments 31/03/16 Members to submit comments direct if they wished to.
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ALL

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

Citizens Advice Sevenoaks	Donation request It was agreed at this time that no donation would be made.
Kent County Playing Fields Association	Donation request It was agreed at this time that no donation would be made.

FOR INFORMATION

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

Michael Fallon MP	Further response to request for support for the concerns regarding the Landfill Communities Fund
Damian Hinds Exchequer Secretary to the Treasury	Response to request for support for the concerns regarding the Landfill Communities Fund
Local Councils Update	March 2016
Clerks & Councils Direct	March 2016

21. INFORMATION PURPOSES

21.1 Cllrs. Hersey and Mrs England had visited the Fort Halstead site to be given a tour by Peter Endersby in relation to the site archiving programme that had already commenced. Both councillors had been very impressed with how the archiving was being done with all items being properly documented. Before buildings are vacated there is a process by which items of value (historical) are identified and logged. There are already ideas about what to do with the archives once the Heritage Centre is made available at the site (such as setting up of rooms to show just what things were like at different periods in the Fort Halstead site's history). The positive news from the visit is that things are being properly and enthusiastically looked after and the fears that the Parish Council had about the process have been allayed. It was very encouraging that Mr Endersby was genuinely pleased that local people are interested. The Clerk was asked to write a letter to the Rt Hon Michael Fallon MP commending the Fort Halstead team and thanking Peter Endersby in particular.

Clerk

It was noted that a ticket machine is being installed at the station.

Cllr. Hersey was dealing with a broken seat in the playground area.

GH

Cllr. Hersey had made arrangements to conduct a tree survey with Cllr. Tingley and Sam Rogers of Sam Rogers Tree Care on 10th March.

GH
BT

22. **PUBLIC SESSION**

None.

23. **DATE OF NEXT MEETING**

23.1 Date of next meeting

Scheduled: Tuesday April 12th 2016 at Dunton Green Pavilion

Provisionally: April 12th 2016

The meeting closed at 8.56pm.