

DUNTON GREEN PARISH COUNCIL

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

PUBLIC SESSION

None.

1. PRESENT / APOLOGIES

Present: Cllrs. Mrs. England, Hersey, Fox, Locky, Lapham

Apologies: Cllrs. Carrol, Mrs. Bayley (SDC)

Absent: Cllrs Mrs. Gomes-Chodynietki

In attendance: Tracy Godden (Clerk), Kelly Webb (SDC), Annie Norton (Resident)

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 10th October 2017 were approved as a true record.

Proposed - Cllr. Locky, Seconded - Cllr. Fox and Agreed.

The minutes of the Amenities Committee meeting held on Thursday 26th October 2017 were approved as a true record. Proposed - Cllr. Locky, Seconded - Cllr. Fox and Agreed.

The minutes of the Finance & General Purposes Committee meeting held on Tuesday 7th November 2017 were approved as a true record. Proposed - Cllr. Hersey, Seconded - Cllr. Locky 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 Disclosable Pecuniary Interests / Non-Pecuniary Interests

No changes.

4.3 Councillor vacancies / Co-option

After some discussion with her it was Proposed - Cllr. Hersey, Seconded - Cllr. Fox and Agreed that Annie Norton be co-opted as a member of Dunton Green Parish Council.

Miss Norton signed a Declaration of Acceptance of Office form, witnessed by the Clerk. The Clerk provided Miss Norton with Disclosable Pecuniary Interests and Non-Pecuniary Interests forms for completion and return (the Clerk to then submit to SDC).

AN
Clerk

Cllr Miss Norton joined the meeting at the table.

4.4 Councillor training

The Clerk and the Chairman are scheduled to attend a Crime Prevention and Safety Conference run by KALC in December. The Clerk would forward information about training opportunities to Cllr Miss. Norton, especially those for newer councillors,

Clerk
FE
Clerk

4.5 General Data Protection Regulations (GDPR)

The GDPR is a regulation that immediately comes into effect on 25th May 2018 and replaces the Data Protection Act 1998 on that day. The Clerk will be attending training to understand precisely how this new legislation will affect the Parish Council as the GDPR applies to every organisation, irrespective of size or sector.

Clerk

One requirement of the GDPR is that a Data Protection Officer must be appointed. It was Proposed - Cllr. Hersey, Seconded - Cllr. Locky and Agreed that the Clerk should be appointed the Data Protection Officer for DGPC.

Cllrs Mrs. England and Hersey would suggest at the next KALC Sevenoaks Area Committee that this topic should be covered at the first 2018 meeting of the Committee.

FE GH

5. DGPC REPRESENTATIVES - EXTERNAL BODIES

5.1 Feedback from any meetings attended by DGPC's representatives on external bodies
None.

5.2 Meetings due to be attended

KALC AGM 18th November (Cllrs. Hersey and Mrs England will attend).

FE GH

Donnington Hall Management Committee AGM 21st November. It was noted that Cllr. Fox was standing down as the DGPC representative for this committee. Cllr. Hersey agreed that he would attend the AGM for DGPC. A new representative would need to be appointed in due course.

GH

KALC Sevenoaks Area Committee 1st December (Cllrs. Hersey and Mrs England will attend; other councillors are welcome).

FE GH

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 October & November meetings to write & have signed 8 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

A copy had been made available for the meeting and Kelly Webb updated members as follows:

Easy Netball

These sessions are continuing to be well attended despite the darker evenings. The Community Development Officers are still liaising with Dunton Green Primary School to arrange for the line painting on the MUGA to assist with the Netball sessions. This will take place subject to poor weather and the caretaker's availability.

Street Dance

The Community Development Officers have taken new photographs of the Street Dance sessions to better reflect the actual audience that it attracts. New posters will be designed and distributed in due course.

Tai Chi

Donnington Hall has confirmed that there is availability for these sessions to take place on a Sunday morning. Whilst the instructor that originally delivered our taster sessions has 15 years' experience she does not hold the relevant qualifications to be able to formally lead our sessions. The Community Development Officers are exploring options for alternative instructors in case the relevant qualifications are not achieved in time.

Christmas Event

The publicity material has been designed and printed. Posters are being put up and tickets are available to purchase for the skating rink from Bojangles or from Dunton Green Primary School PTA. The Community Development Officers are delivering flyers to all residents at Ryewood and are employing an agency to deliver to the rest of the parish. The Community Development Officers will have a stall at the event and are happy to take along any publicity material on behalf of the Parish Council should they wish.

Dunton Green Youth Provision

Following the request from DGPC, the Community Development Officers are exploring options regarding youth provision for Dunton Green. A meeting was held with West Kent Communities and a proposal submitted. A meeting has also been held with IMAGO who will shortly be sending over a proposal. Once received and reviewed they will be sent over to DGPC for consideration.

Village Quiz

The Community Development Officers were approached by the Chairman to work in partnership to develop a 'Get to know your village' quiz. The aim would be to welcome new residents to the village and to encourage the new residents at the Ryewood development to get to know their local

community. If successful a similar quiz will be developed for the whole community to participate in which will include questions about the Ryewood development.

A mock-up of the quiz has been discussed and it has been agreed that the Community Development Officers will design the document and DGPC will print it. Community Development officers will assist the Parish Council to deliver the quiz personally to Ryewood residents when the project will be launched in January 2018. Prizes will be sought, and the winner will be announced at the Annual Parish Meeting next March.

It was confirmed that one signature was required to formally finalise the extension to the CDWs current contracts to March 2020 (from the current contract end of June 2018). The expectation was that the process would be completed by 17th November.

KW

8.2 Anti-Social Behaviour

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

Whilst there was no PCSO report the Council was aware of actions taken by the PCSOs regarding a recent spate of ASB at the recreation ground. Culprits had been identified and spoken to and the upgraded CCTV in the area had been invaluable as part of this process.

Kelly Webb agreed that she would arrange for CCTV signs to be put up in Longford Meadow. The Clerk would check CCTV footage for another possible incident and, if available, would pass on details of vehicle number plates to the ASB Officer at SDC. It was agreed that Lorraine Silvester (ASB Officer) should be invited to attend the December DGPC meeting to meet councillors.

KW
Clerk
Clerk
KW

Kelly Webb leaves.

8.3 Youth Provision

8.3a Kick Kent

It was noted that there was a new start time and that sessions would run from 6.30pm to 7.30pm going forward.

8.3b Play Place

The Clerk and the Chairman will be meeting Chris Hennis on 29th November to discuss plans from January onwards (to be funded through Play Place's Awards for All funding).

Clerk
FE

9. FINANCE

9.1 The bank reconciliation to the 1st November 2017 was accepted.

The Chairman would confirm that she had verified the bank balances stated on the 02/10/2017 reconciliation against the bank statements at the December meeting.

Cash in hand 01/04/2017			76,274.46
ADD			
Receipts 01/04/2017 - 01/11/2017			146,232.90
			222,507.36
SUBTRACT			
Payments 01/04/2017 - 01/11/2017			72,866.99
A: Cash in hand 01/11/2017			149,640.37
Cash in hand per Bank Statements			
Current 01/11/2017		42,375.87	
Reserve 01/11/2017		108,287.50	
			150,663.37
Less unrepresented cheques			
4631: IT Support	50.00		
4634: Litter bin installation	85.00		
4635 Alarm Maintenance & Monitoring	888.00		1,023.00

			149,460.37
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			149,640.37

9.2 To note draft budget discussed at recent Finance & GP Committee meeting. Any additional comments to be noted for inclusion in a final draft for agreement at the December DGPC meeting. The Clerk advised that as there had been a number of suggested changes at the Finance Committee meeting it would be more sensible to issue a draft updated to reflect the Committee's discussions. This new draft would be issued to all councillors in advance of the December meeting to allow members to review and feedback in good time.

Clerk

Clerk
ALL

9.3 Community Infrastructure Levy (CIL) payment

The Clerk confirmed that a payment had been received in October from SDC for CIL. (£19,021.88). The money must be spent on infrastructure and within a five-year time frame (or it will be returned to the developer). Formal reporting of CIL spend/expenditure to SDC will commence for DGPC this year.

Clerk

10. ACCOUNTS FOR PAYMENT

10.1 RBL Poppy Appeal wreath: Donation to be agreed.

It was Proposed = Cllr. Lapham, Seconded - Cllr. Lockety and Agreed that a sum of £50 should be donated (the list below reflects that amount).

Clerk

10.2 It was Proposed - Cllr Miss. Norton, Seconded - Cllr. Fox and Agreed to approve for payment a list of cheques (with supporting documentation) as detailed below.

Payment Details:

4644	UC 061/2017 UK Vending Ltd Filter replacement service (water cooler)	87.43	17.49	104.92
4645	UC 062/2017 Streetlights Annual Maintenance contract (2 of 2)	796.20	159.24	955.44
4646	UC 063/2017 Sevenoaks Construction & Maintenance Ltd Balance for changing room toilets	3200.00	640.00	3840.00
4647	UC 064/2017 SDC Freightier Hire	81.00	16.20	97.20
4648	UC 065/2017 Hannah Northedge Entertainment at Fireworks event	150.00		150.00
4649	UC 066/2017 Victim Support Donation	50.00		50.00
4650	UC 067/2017 Filmbank Distribution Ltd Film Licence	133.00	26.60	159.60
4651	UC 068/2017 Direct 365 Online Ltd Defibrillator pads & battery	84.25	16.95	101.70
4652	NSALG Ltd Allotment membership 2017/18	30.00		30.00
4653	RBL Poppy Appeal Donation	50.00		50.00
4654	Pulse Cleaning Systems Ltd November pavilion cleaning	525.70	105.14	630.84
4655	KCC Photocopier leasing	182.39	36.48	218.87
4656	KALC Finance Conference	60.00	12.00	72.00
4657	Cube Plumbing & Heating Ltd Service Contract 2017/18	1008.55	201.71	1210.26
4658	Teambase Pavilion supplies	155.11	31.02	186.13
4659	Streetlights Column repair	97.75	19.55	117.30
4660	Jane Saunders (The Kentish Gardener) Final Maintenance Visit	295.00		295.00
4661 - 4662	Staff salaries & expenses November 2017	2029.23		2029.23
4663	Pulse Cleaning Systems Ltd Window cleaning	100.20	20.04	120.24

4664	Play Place Innov8 Funding for sessions to Dec 17	675.00		675.00
DD	E.On Electricity (pavilion Sep/Oct paid 30/10/17)	139.07	6.95	146.02
DD	E.On Gas (pavilion Sep/Oct paid 30/10/17)	67.95	3.40	71.35
DD	BT Telephone & Broadband Oct 17 due 08/11/17	73.00	14.60	87.60
DD	SAGE UK Ltd Payroll software (due 16/11/17)	6.00	1.20	7.20
DD	B&CE HSM Ltd (The People's Pension) (due 17/11/17)	216.13		216.13
DD	E.On (UMS elec for street lighting Oct 2017 (due 15/11/17)	290.78	58.15	348.91
DD	E.On Electricity (pavilion Oct/Nov due TBC)	TBC		
DD	E.On Gas (pavilion Oct/Nov due TBC)	TBC		
DD	B&CE HSM Ltd (The People's Pension) (due 17/11/17)	216.13		216.13
DD	E.On (UMS elec for street lighting Oct 2017 (due 15/11/17)	290.78	58.15	348.91
DD	E.On Electricity (pavilion Oct/Nov due TBC)	TBC		
DD	E.On Gas (pavilion Oct/Nov due TBC)	TBC		

11. PLANNING

11.1 CURRENT PLANNING To consider the applications and to resolve to agree recommendations.
None.

11.2 PLANNING NOTIFICATIONS It was resolved to note the decisions from SDC or the Planning Inspectorate.
None.

11.3 Sevenoaks Housing Strategy

The Clerk and the Chairman had attended the meeting and launch of the Strategy on 3rd November. Fundamentally, there was to be a stronger link between the Planning and the Housing teams within SDC and a push for more appropriate accommodation across the district for older people, the disabled, smaller houses to help people get on the housing ladder and so forth.

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Pavilion

It was noted that the installation of toilets in the two main changing rooms had been successfully completed.

12.2 Recreation Areas

Sports lighting had been installed around the courts area and was now usable, extending the potential use times of those areas for sports & community activities. The Clerk was asked to check with the contractor with regard to protection for the cabling coming out of the pavilion building. Cllr. Fox had rubbed down small rust spots and repainted the goals posts at the recreation ground which was much appreciated.

Clerk

12.3 Grounds Maintenance

The Clerk would review the current contract and discuss with the contractor those areas not being completed. Whilst invoicing was only for elements completed, work in the contract was stipulated for a reason.

Clerk

It was noted that at the Village hall the area around the War Memorial appeared to be being used as a turning circle. This had caused damage to the ground there. The Clerk was asked to contact the Village Hall Management Committee to raise this as a concern. A solution to prevent this would be to install some bollards (Cllr. Hersey to investigate). The area would then need to be resurfaced.

Clerk

GH
Clerk

It was also noted that some weights were needed for the Remembrance Day wreaths which were being blown about by the wind. Cllr. Hersey would crimp some weights to assist.

GH

It was also noted that the War Memorial clock had not been re-set. This would be attended to immediately.

GH

12.4 DGPC Asset Inspections

The Clerk reminded councillors that there was a rota and that they were expected to fulfil their obligation to carry out an inspection of DGPC's assets. The list had been issued several times and members should be aware of when they are expected to carry them out. Cllr Miss. Norton would be added to the rota (and would be shown what was required by the Chairman before February). Cllrs. Hersey and Fox offered to carry out an inspection owing for October.

Clerk
FE AN
GH TF

13. ALLOTMENTS

It was noted that there were two vacant plots now available. The Clerk would take steps to advertise in the newsletter and on the Parish Council's website and Facebook page.

Clerk

Cllr. Hersey confirmed that he had two concrete posts that needed to be installed to firm up the allotment gate. There was discussion about whether this could be given to a contractor to complete. Clerk to liaise with Cllr. Hersey.

Clerk
GH

14. FOOTPATHS (Public Rights of Way)

Nothing to report.

15. HIGHWAYS AND TRANSPORT

15.1a Highways, Transportation & Waste Parish Seminar

The Chairman had attended the seminar in October and reported that the focus was KCC's need to save a further £65 million. There would undoubtedly be additional cuts to services and continued pressure on Parish Councils to pick up some of the services that County says that it can no longer afford.

16. LIGHTING

16.1 LED street lights

No further updates at this stage.

17. EVENTS / ACTIVITIES

17.1 DGPC Events for 2017/18

Feedback:

a) Film Night 28th October

A huge disappointment. The evening had been themed for Halloween and aimed at families. Despite advertising on the website, Facebook and in posters on the noticeboards and the date having been in the last edition of Dunton Green News literally no-one unrelated to the parish council attended.

Given the lack of community support for these evenings it was agreed that, for now at least, these would be withdrawn.

b) Remembrance Sunday 12th November

Cllr. Lockey thanked everyone who attended and had helped with the service. Messages of thanks had been issued already to Reverend Elizabeth Pearce, the Scouts and Rainbows who had all come along to be part of the service.

It was unfortunate that the microphone had not been found which meant that the traffic had more of an impact on proceedings than desirable.

Planned or proposed events:

c) Film Night 25th November

Further to the Item 17.1a above this event was now cancelled.

d) Carols around the Christmas Tree Monday 18th December 7pm

It was noted that a poster had been created (by the Clerk for the newsletter) and would be issued through December to advertise the event. It now appeared that a community choir might be available to attend and Cllr. Lockey would liaise with Judy Collins on this. Cllr. Hersey had inspected a potential tree, and this was now reserved (to be installed on the green on 2nd December. Cllr. Hersey confirmed that there were lights for the tree. With regard to refreshments the CDWs had been asked if they would attend to serve and meet with residents. Mulled wine would be prepared by Mrs Lockey.

PL

CDWs
YL

e) Litter Pick Sunday 18th March 10.30am

17.2 Other (non-DGPC) events

The school's Christmas bazaar (2nd December 10am to 4pm) was taking on a wider Community theme this year with SDC providing an ice rink (as detailed under Item 8.1)0.

18. **COMMUNICATION****18.1 Newsletter**

The Clerk had been unable to make an early start on the newsletter for this edition for various reasons but was aiming still to get the final copy to the printer by midday Wednesday 15th November to stand any chance of getting copies delivered for distribution from 24th November. The Clerk would issue information regarding the delivery routes to members as soon as possible.

Clerk

Clerk

19.2 Website / Media / Technology

The website and Facebook pages needed updating. This would be tackled after work on the newsletter had been completed.

Clerk

19. **CONSULTATIONS****19.1 KCC Draft Budget Strategy 2018-19 Deadline 3rd December**

Noted. No formal response from DGPC.

19.2 Boundary Commission 2018 Boundary Review of parliamentary constituencies - Deadline 11th December

Noted. No impact on Dunton Green; no formal response from DGPC.

19.3 KFRS Help Kent Fire and Rescue Service - consultation Deadline 15th January

Noted. No formal response from DGPC.

19.4 Kent Police & Crime Commissioner's Annual Survey

Clerk to forward to councillors for review at December meeting. Members to indicate if there are any comments to be raised.

Clerk

ALL

20. **CORRESPONDENCE****FOR DECISION / ACTION**

KALC	KALC Community Awards Scheme 2018 DGPC to adopt the scheme again. Clerk to notify KALC.	Clerk
Landowner	Suggested donation of land to DGPC - decision in principle required To be discussed in closed session	
St. Mary's	Christmas Tree Festival 9 th & 10 th December The Parish Council agreed to decline the invitation this year. Clerk to advise St. Mary's.	Clerk
Chris Becker	Proposal re: DGPC land To be discussed in closed session	

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

PTA	Request for donation for school Christmas bazaar It was Proposed - Cllr Miss. Norton, Seconded - Cllr Mrs. England and Agreed that a £20 Amazon gift voucher be donated.	Clerk
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FOR INFORMATION

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

KALC	Sevenoaks Area Committee Meeting 1 st December
North West Kent Countryside Partnership	CIL Grant Support
Local Councils Update	Nov 2017
Clerks & Councils Direct	Nov 2017
Kent Police	Speedwatch - part funding for equipment

21. **INFORMATION PURPOSES****21.1 Village Correspondent (Chronicle)**

It was noted that Cllr. Carrol had volunteered to take on the role as the village correspondent for Dunton Green. A new email address duntongreencommunity@gmail.com had been set up by him to allow people to contact him with community information for inclusion in the column in the Chronicle.

22. **DATE OF NEXT MEETING****22.1 Date of next meeting**

Scheduled: Tuesday December 12th 2017 at Dunton Green Pavilion

PUBLIC SESSION

None

CLOSED SESSION

Members discussed an informal suggestion from the October meeting regarding the possible gifting of a piece of land to the Parish Council. Members had now had an opportunity to visit the site. It was proposed - Cllr. Lapham, Seconded - Cllr. Lockey and Agreed that the Parish Council was interested in taking this further, subject to more investigation. Clerk to inform the landowner.

Clerk

A suggestion regarding development of land once gifted to the Parish Council (and therefore with restrictions of use) was discussed. It was agreed that the Parish Council did not wish to pursue this at the current time; it was debatable that there would be any real benefit to the proposer and there was insufficient resource at the Parish Council to contemplate taking on any project of this sort. Clerk to contact Mr. Becker.

Clerk

The meeting closed at 9.13pm.