

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 9th FEBRUARY 2016 at 7.30pm

1. PRESENT / APOLOGIES

Present: Cllrs. Bayley, Tingley, Miss Guy, Mrs. England, Piper, Hersey, Lapham, Carrol, Lockey

Apologies: Cllrs Mrs. Gomes-Chodynietcki, Cllr Mrs. Monks, Mrs. Bayley (SDC)

In attendance: Tracy Godden (Clerk)

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 12th January 2016 were approved as a true record.

Proposed - Cllr. Lockey, Seconded - Cllr. Hersey and Agreed.

Clerk

The Clerk confirmed that whilst the Terms of Reference proposed by two committees had been agreed by the Parish Council the full committee meeting minutes had not been formally approved. Given the infrequent meeting of the committees it was agreed that in future committee meeting minutes should be approved at the next full Parish Council meeting. The minutes of the meeting of the Pavilion Committee held on Monday 17th August 2015 and the minutes of the meeting of the Finance & General Purposes Committee held on Monday 28th September 2015 were approved as a true record. Proposed - Cllr Mrs. England, Seconded - Cllr. Piper and Agreed.

Clerk

Clerk

3. MEMBER DISPENSATIONS & NON PECUNIARY INTERESTS

None.

4. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

5. GENERAL ADMINISTRATION

5.1 SGN Compound Longford Meadow

The Clerk advised that she had invoiced SGN to the end of January 2016 for the use of Longford Meadow as a compound and that she had been visited by SGN to talk about ongoing works in the village. SGN had confirmed that they would be working on London Road from an area just south of / around the Lennard Road junction down as far as the Bullfinch in Riverhead. They also still had works in Station Road to complete. The works on London Road would require the use of traffic lights and it was anticipated that this would mean disruption for at least 9-10 weeks and more, likely up to 14 weeks if they had to work entirely on the highway. SGN had asked for permission from the Parish Council to excavate (open cut trenches) through the southern section of the village green as this would speed up the works and would result in the need for traffic lights being reduced to the 9-10 week period. After some discussion about the potential consequences of agreeing to grant permission it was Proposed - Cllr. Hersey, Seconded - Cllr Mrs. England and Agreed that if SGN could confirm that there would be no digging up of that stretch of London Road if permission was granted then SGN should be permitted to work on the village green (beyond the area where they already have existing infrastructure). It was agreed that if they needed to dig the road up anyway then they might as well complete all works in the same area and permission would not be granted. The Clerk would also ask questions regarding the implications of SGN having additional infrastructure on DGPC property (including potential annual payments to DGPC).

Clerk

Clerk

6. CLERK'S REPORT

Nothing to report.

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

There had been a requirement between the January & February 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 11 below.

8. PUBLIC SESSION

None.

9. COMMUNITY DEVELOPMENT & SAFETY

9.1 Community Development Officers

9.1a Report

A report had been provided by Kelly Webb which was circulated to members for consideration. With regard to the Health Event the Clerk advised that she had been discussing the 'community golf' element as Recreation Ground byelaws prohibit the playing of golf and having spoken with another Community Development Worker at SDC it had been agreed that whilst golf scoring could be implemented no clubs or balls should be used. Cllr. Hersey also expressed concern about the football pitch being used for a tournament given that no football has been played on the pitch in a number of months due to the ongoing weather conditions. The Clerk indicated that she would speak with SDC as it had not been confirmed where the football tournament was envisaged as being played. It was also noted that timings for any proposed Farmer's Market needed to be thought about given that it seemed probable that SGN would be digging up the village green. Timings for both activities needed to be agreed.

Clerk

Clerk

9.1b Steering Committee 25/01/16

Cllr. Bayley advised that the meeting had taken place but that again it had been disappointing that local businesses and residents were so poorly represented. The meetings would move to being quarterly and SDC would look at holding meetings at different times in order to accommodate as many people as possible although this was why the last two meetings had been held in the evening).

9.1c Business Forum update

Cllr. Bayley had also attended this meeting. Again, it was disappointing that so few businesses were represented (there were about 5; numerous people who had said they would be there did not turn up). SDC's Economic & Business Development team had come along and it proved to be a valuable networking opportunity for those who had attended. Another meeting of the forum would be scheduled to see if more businesses would come along; if after that there was not a great deal of interest then it would be questionable whether it was worth expending any more effort in this area. It was noted that some of the businesses on Rye Lane had not received newsletters and it was agreed that this area would also be incorporated into future delivery rounds.

9.2 PCSO

No report from the PCSO.

9.3 Anti-Social Behaviour

There had been another spate of Nazi graffiti in the tunnel by the station. This had been reported to British Transport Police and to SDC's ASB officer & the PCSO. Cllr. Carrol commented that having spoken with the Station Manager it seemed more likely now that CCTV might be introduced to try to prevent this sort of activity.

The Clerk advised that the litter bins in the Multi Use Games Area had been targeted; one had been pushed or kicked so that it was no longer secure to the ground and the other had been kicked and was now badly dented. This had been reported informally to the PCSO and to the ASB officer.

9.4 Youth Provision

9.4a Youth Commissioning in Sevenoaks District

The Clerk had attended a meeting at SDC to discuss the strategy to be adopted. KCC's current contract finishes in September and a new contract is to be awarded to provide youth services across the district. Services in Edenbridge are currently provided by a very successful and well regarded consortium led by West Kent Extra; services in Sevenoaks itself are led by Sevenoaks Town Council via House at the Basement and the remaining rural services are provided by CXK. Under the new contract there will be one provider appointed

to deal with the whole district (although that provider would be able to subcontract areas of work). The Clerk advised that CXK did not have a good reputation for delivery through the district and that SDC was looking to work with others to help devise a contract bid to try to provide the district with the very best possible services.

9.4b Play Place / SDC: Family Fun days / events

The Clerk confirmed that SDC would be running Family Fun days and that she had indicated that it would be possible to run an event from Dunton Green as had happened in previous years. Dates were still to be confirmed.

Play Place had also provided details and costs for summer activity days that they were able to run. It was agreed that the Clerk would forward information to members to allow them to consider what might be provided and would make a decision at the March meeting (by which time Play Place would have been running the Arts Project in Dunton Green and the Parish Council would have a better steer as to how Play Place were performing). It was noted that Play Place had reported that 15 10-13 year olds had attended a successful first session of the Arts Project and that the number had increased to 17 for the second session. There would now be a break for half term but the six week course would re-commence on Monday 22nd February.

Clerk
All

10. FINANCE

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

Clerk

Cash in hand 01/04/2015			84,133.28
ADD			
Receipts 01/04/2015 - 02/02/2016			265,062.09
			349,195.37
SUBTRACT			
Payments 01/04/2015 - 02/02/2016			280,103.55
A: Cash in hand 02/02/2016			69,091.82
Cash in hand per Bank Statements			
Current 02/02/2016		15,435.83	
Reserve 31/01/2016		53,950.99	
Treasury 02/02/2016		0.00	
			69,386.82
Less unpresented cheques			
4292: Welcome Printing	195.00		
4293: Sevenoaks Volunteer Transport Group	100.00		295.00
			69,091.82
Plus unpresented receipts			0.00
B: Adjusted Bank Balance			69,091.82
A=B Correct			

10.2 External Audit arrangements

The Clerk advised members that under the Local Audit (Smaller Authorities) Regulations 2015 Smaller Authorities' Audit Appointments Limited (SAAA) is required to make audit arrangements for all smaller authorities other than those that have given notice that they wish to make their own

arrangements. The SAAA scheme will therefore cover all authorities that have not formally decided to opt out and these arrangements will take effect from 1 April 2017. Authorities covered by the SAAA scheme are referred to as 'opted-in' authorities. By law, every authority will still have to complete and publish an annual financial return irrespective of whether it is opted-in or opted-out. This requirement has not changed. Group 1 authorities are opted-in authorities with income or expenditure exceeding £25k Arrangements for 2017/18 and subsequent years and arrangements will be the same as they are now. The only difference will be that the auditor will be appointed by SAAA (and not the Audit Commission as previously had been the case). After completing the annual return, it should be submitted by the due date to the auditor appointed by SAAA, who will undertake the limited assurance audit review as happens now.

The Clerk recommended that the Parish Council keep the status quo and opt in to these arrangements. Opting out would involve a considerable amount of work in identifying a suitable auditor to carry out the external audit and it seemed sensible to continue to allow a sector led body to make the appointment for the next five years.

It was Proposed - Cllr. Mrs England, Seconded - Cllr. Bayley and Agreed that the Parish Council should opt in.

Clerk

10.3 Financial Regulations: Update to Model

The Clerk informed members the Model Financial Regulations had been updated. The Parish Council's current Financial Regulations had last been reviewed and adopted in July 2014 (together with the Parish Council's Standing Orders). The Clerk would add both to a forthcoming agenda so that their validity could be agreed or changes made.

Clerk

10.4 Year to Date Analysis

The Clerk provided councillors with a hard copy YTD Analysis for their information.

11. ACCOUNTS FOR PAYMENT

11.1 It was resolved (Proposed - Cllr. Hersey, Seconded - Cllr. Piper 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
4292	UC 001/2016 Welcome Printing December Newsletter	195.00	0.00	195.00
4293	UC 002/2016 Sevenoaks Volunteer Transport Group Donation	100.00		100.00
4294	UC 003/2016 Clerk's expenses Postage	26.82		26.82
4295	VOID CHEQUE Sent to The People's Pension as evidence of account			
4296	SDC Cleaning of Mill Rd & Recreation Ground Jan 2015	120.00	24.00	144.00
4297	Teambase Pavilion supplies & stationery	173.86	34.78	208.64
4298	M&C Electrical Contractors Ltd Replacement of 4 emergency key switches	94.46	18.89	113.35
4299	Pulse Cleaning Systems Ltd Window Cleaning Jan '16	100.20	20.04	120.24
4300	CANCELLED (still intact in cheque book; written out incorrectly)			
4301	Pulse Cleaning Systems Ltd February pavilion cleaning	280.64	56.13	336.77
4302-4303	Staff salaries & expenses February 2016	2056.00		2056.00
DD	BT Telephone & Broadband (Jan)	153.53	10.67	164.20
DD	E.On Electricity (pavilion Dec Jan)	94.68	4.73	99.41
DD	E.On Gas (pavilion Dec Jan)	169.84	8.49	178.33

DD	E.On (UMS elec for street lighting Jan 2016 / pay Feb)	260.87	52.17	313.04
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12. PLANNING

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

12.1a	
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.
Recommendation:	Support Proposed - Cllr. Tingley, Seconded - Cllr Miss. Guy and Agreed

Clerk

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

12.2a	REFUSAL OF PLANNING PERMISSION
Application Number:	SE/15/02684/FUL
Location:	Dunton Green Free Church Station Road
Development:	Demolition of existing disused D1 Church building and erection of 6nos. C3 semi-detached houses with secure refuse and cycle stores and parking bays for each unit
12.2b	APPLICATION FOR CONSENT
Application Number:	SE/16/00222/WTPO
Location:	Prices Wood Pounsley Road
Development:	Application for consent to cut down, prune or uproot trees covered by a Tree Preservation Order (Town and Country Planning Act 1990) Various works to trees (TPO)

12.3 Ryewood Meadows - to include:

a) Medical facility

Cllr. Brown (SDC) was still trying to arrange a follow up meeting with the NHS but it was notable that there had been a significant amount of coverage and support of this issue from Sevenoaks Chronicle and that Michael Fallon MP had also indicated his support.

12.4 Fort Halstead / Community Infrastructure Levy

It was noted that councillors had declined an offer from Riverhead Parish Council (RPC) to be involved in their survey of Riverhead residents in trying to determine levels of support for suggested projects for the use of CIL funds that may emanate from any development at Fort Halstead. DGPC would assess Dunton Green's infrastructure requirements in due course.

12.5 NALC: Online petition calling on the Government to give parish and town councils the right to appeal planning decisions to the Planning Inspectorate. Clerk to forward the details to members for consideration.

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

The Clerk confirmed that Stonegrove Ltd had visited site the day before and a number of snagging list items had been completed. However, there was a need to order additional parts for works in the plant room and the engineer wanted clarification on some of the items listed. Clerk to establish when a return visit to complete the outstanding items could be arranged.

Clerk

b) Maintenance

To include: Paving quotation, Guttering, Thermostats

Paving quotation: site meeting to be arranged prior to March meeting.

Clerk

Guttering: It was Proposed - Cllr. Hersey, Seconded - Cllr. Tingley and Agreed that a 12m length of gutter brush be purchased for fitting at the corners of the pavilion guttering to aid gutter clearance. It was noted that there would be a need to jet wash these brushes annually to keep them free from debris. GH

Thermostats: order placed and works to be carried out when contractor visits site to complete works in relation to a smoke alarm.

13.2 Recreation Ground

- a) Play equipment (Bluetooth update / tennis courts vegetation)
Sutcliffe Play would be returning to site to install a new Bluetooth device in one of the shelters and to inspect the vegetation issue.
- b) Goal posts
The goalposts had been removed from the recreation ground and were now in the possession of the primary school who were very pleased to have them.

13.3 Grounds Maintenance

- a) Contract for 2016-2019: to agree approval procedure for tenders received.
Invitations to tender had been issued to 5 contractors. Due to the timings of DGPC meetings and the need to appoint a contractor with effect from 1st April 2016 it was Proposed - Cllr. Piper, Seconded - Cllr. Lockey and Agreed that the tenders should be reviewed by the Clerk, the Chairman and the Vice Chairman and a contractor be appointed on their recommendation. Clerk
IB FE
- b) Comments / feedback
None.

13.4 General Projects / Updates

- a) Longford Meadow (goals/play equipment)
The goal posts in Longford Meadow are broken and it was agreed that there should be some form of replacement. The Clerk would obtain prices for various options to allow members to make a decision at the March meeting. The rental income that SGN was paying the Parish Council for use of Longford Meadow for their works compound could be used as a contribution towards the costs. Clerk
- b) Defibrillator shopping parade: quotations / funding application update
The Clerk had submitted an application for funding and it was confirmed that Cllr. Parry (KCC) had approved a grant of £1000 towards the costs of purchase & installation of a new Public Access Defibrillator. This was welcomed and the Clerk was asked to thank Cllr. Parry for his generosity. The Clerk confirmed that the cost of a defibrillator and case was in the region of £1200. A site for the location of the defibrillator on the shopping parade urgently needed to be identified now to allow the project to progress. Clerk
IB

13.5 Chipstead Lake

Details of a public that had been held in Chevening had been circulated to members. The meeting had concerned the proposed purchase of the lake (having been registered as an Asset of Community Value with SDC). Members concluded that the Parish Council did not wish to be involved in the project to purchase Chipstead Lake. Members agreed that there was no direct benefit to Dunton Green and whilst there was support for the aim to provide a circular walk around the lake, it was agreed that the Parish Council's interest was only with regard to access across its land to facilitate this (and at the point it would need to be consulted). The Clerk was asked to inform Mick Ryan of the Parish Council's view. Clerk

13.6 Inspections Rota

It was agreed that the current format of the inspection report form was not helpful and it was agreed that the Clerk would redesign the form so that issues could be listed quickly & easily and the form would be kept to one side of A4. A soon as the form was available the Clerk would send out a request to all councillors so that a new rota could be drafted. Clerk
Clerk

14. ALLOTMENTS

Nothing to report.

15. FOOTPATHS (Public Rights of Way)

Cllr. Hersey commented that when looking through some archive documents he had found an old map of the Public Rights of Way in Dunton Green. It was interesting to note that the footpath between Lennard Road and Station Approach was numbered on that map indicating that it had at one time been an official public right of way. The Clerk would contact the Public Rights of Way office to establish with those who maintain the Definitive Map when the footpath numbering structure changed, when that footpath ceased to be a footpath and who took on responsibility for it.

Clerk

16. HIGHWAYS AND TRANSPORT

Nothing to report.

17. LIGHTING

17.1 Underpass lighting

The Clerk advised that there had been further communication regarding the situation with the lights in the underpass. Kent Highways (KHS) had been provided with photographic evidence that the LED columns at either end of the underpass, whilst casting an amount of light into the tunnel, still leave a section in the middle dark. It had been indicated by KHS a number of years ago that an LED solution could be found for the lights within the tunnel itself (which currently are not working at all). The Parish Council continues to have reservations about relying only on columns at either end of the tunnel and this is supported by resident David Ford who has written at length to KCC about this ongoing issue. The columns at either end have been lowered and LED lanterns installed there but historically they have been extremely unreliable and so the Parish Council is not at all confident that they provide a reliable solution on their own. The Clerk is awaiting further feedback from KHS who have indicated that they are concerned about having lights in the tunnel due to vandalism and will follow up ahead of the March meeting.

17.2 Station footpath columns

It was noted that the anti-climb spokes had been attached to the tops of four columns on the footpath (to prevent further vandalism of the lanterns).

18. EVENTS / ACTIVITIES

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

- a) Annual Parish Meeting: March 23rd 7pm. Bog Ogley guest speaker.
- b) First Aid training: the Clerk confirmed that Sevenoaks CFR can provide a first aid training course and this is usually in conjunction with a defibrillator training session. A training session could be held once the new defibrillator is installed.
- c) Queen's 90th Birthday:

It was agreed that the village picnic should take place at the recreation ground on Sunday 12th June and that this would also be an event to commemorate the Queen's birthday. It was agreed that the Clerk should obtain prices for a Copper Beech tree to be planted (probably in March) which could then be 'unveiled' officially at the village picnic. Palm Street Nursery in Ashford is a wholesale nursery that supplies mature trees and has been recommended as a potential source. The Clerk was asked to investigate Christmas Tree options at the same time.

Clerk

It was noted that there were plans for official Beacon Lighting up & down the country on April 21st (the Queen's birthday). Clerk to seek further information about likely official lighting time before a firm decision is made.

Clerk

- d) Village Picnic Summer: date to be agreed
As above.

- e) Fireworks September

The Clerk confirmed that Saturday 17th September had been reserved with Pyrovision. Event timings as per last year (beacon lighting 8.15pm; fireworks 8.30pm). The pavilion had been booked from noon for the Parish Council's use for preparation. It was agreed that the Clerk should ask what Pyrovision could provide with a budget of £2500. It was also agreed that there should be a theme and that this year with the 1000th anniversary of the Battle of Polhill the theme should be Vikings & Saxons. The battle in 1016 had been between King

Clerk

Canute (a Dane) and King Edmund (Ironsides, a Saxon). This would provide opportunities for fancy dress, involvement of the school and so on. Clerk to follow up.

Clerk

- f) Carols Around the Christmas Tree: to discuss sourcing of a tree for 2016

Newlands to be contacted to establish likely availability (plus potential for planting of a live tree to be investigated).

Clerk

18.2 Other events

- a) Events being organised by SDC as part of the Dunton Green project
Discussed as part of Item 9.1 Community Development Officers' report.

19. COMMUNICATION

19.1 Newsletter

An edition is planned to be available for delivery at the beginning of March. Still work in progress.

IB
Clerk

19.2 Website / Media / Technology

The Clerk confirmed that the website (www.duntongreenpc.org.uk) had been updated to include a set of pages related to the pavilion. The website was still a work in progress and would require continual updating but good progress had been made. The Facebook page seemed to be growing in popularity and the Clerk continued to update the page with news of events and activities plus other more general information.

In order to engage more with the local community and in order to create a portfolio of pictures the Chairman suggested that it might be a good idea to run a photographic competition with a general theme of 'Dunton Green'. It was agreed that this was an excellent idea and thought should be given to having a small number of age categories for the competition. Whilst the details of the competition might not yet be finalised, the promotion could start so that residents have an opportunity over the coming months to take photographs that they could then submit to a competition later in the year.

IB
Clerk

19.3 Logo

Councillors reviewed some further draft logos that had been developed by Cllr. Carrol. Using the feedback provided he would create some further adaptations. Cllr. Carrol was thanked for the time & effort that he was putting into this project.

AC

20. CORRESPONDENCE

FOR DECISION / ACTION

KCC	Consultation on Mobile Library Service: Deadline 4 th March Clerk to forward to members.	Clerk
Kent Downs AONB	Survey on Darent Valley: Deadline 11 th April Clerk to forward to members.	Clerk
Highways England	Consultation on Lower Thames Crossing Route: Deadline 24 th March Clerk to forward to members.	Clerk
KALC	Membership & Training Survey deadline 31/03/2016 Clerk to complete.	Clerk

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

No correspondence not covered under other items.

FOR INFORMATION

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

Michael Fallon MP	Response to request for support for the concerns regarding the Landfill Communities Fund
Local Councils Update	Jan/Feb 2016
Electoral Boundary Commission	Final Recommendation on the new electoral arrangements for KCC
SVTG	Letter of thanks for donation
NALC	Bulletin on National Developments 5 th Feb (emailed to councillors)
West Kent CCG	Equality event 24/2/16 Tonbridge (afternoon)

SDC	Spring Housing Forum 18/04/2016 SDC offices 11am
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21. **INFORMATION PURPOSES**

21.1 Saturday Freighter 13th February 2016

It was proposed - Cllr Mrs. England, Seconded = Cllr. Tingley and Agreed that the Saturday Freighter service should be provided by Dunton Green Parish Council for another year. Clerk to confirm dates Clerk for the three sessions.

22. **PUBLIC SESSION**

None.

23. **DATE OF NEXT MEETING**

23.1 Date of next meeting

Scheduled: Tuesday March 8th 2016 at Dunton Green Pavilion

The meeting closed at 9.23pm.