

## DUNTON GREEN PARISH COUNCIL

### MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 10th JANUARY 2017 at 7.30pm

#### PUBLIC SESSION

None.

#### 1. PRESENT / APOLOGIES

Present: Cllrs Bayley, Mrs. England, Hersey, Piper, Lapham, Carrol

Apologies: Cllrs. Lockey, Parry (KCC)

Absent: Cllr Mrs. Gomes-Chodynietki

In attendance: Tracy Godden (Clerk)

#### 2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 13<sup>th</sup> December 2016 were approved as a true record.  
Proposed - Cllr Mrs. England, Seconded - Cllr. Piper and Agreed.

#### 3. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

#### 4. GENERAL ADMINISTRATION

**4.1 Member Dispensations & Non-Pecuniary Interests:** Requests for dispensations to be submitted to the Clerk for approval.

None.

**4.2 Councillor vacancies / Co-option**

Still no interest expressed for the three vacancies.

**4.3 Training and Development Policy/Plan and Training Budget**

A draft policy and estimates of budget requirements had been provided by Kent Association for Local Councils (KALC). It was agreed that the Clerk would adapt the policy for DGPC for analysis at the February meeting with a view to adopting a policy for the Council.

#### 5. CLERK'S REPORT

Nothing to report not covered by the agenda.

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

There had been a requirement between the December & January meetings to write & have signed 7 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 9 below.

#### 7. COMMUNITY DEVELOPMENT & SAFETY

##### 7.1 Community Development Officers

##### 7.1a Report

A report from Kelly Webb had been emailed to members. Highlights included successful lunch club and Over 55s Social club sessions (both now effectively operating independently of SDC's involvement); plans for a community netball group to start in March and support of the new Street Dance sessions and Film Nights.

##### 7.2 PCSO

No report available and PCSO not on shift. The Clerk informed members that there had been some very recent communications with Kent Police and SDC's Community Safety Team about public complaints received about groups of young people gathering all around the village, apparently taking substances of various types and the amount of litter being left around the village. As well as known areas in the recreation ground and at either end of Longford Meadow the Clerk had now been advised of issues in the DG Social Club car park. Details had been forwarded to Kent Police

and the SDC ASB officer. As a result of these ongoing issues and to address the matter it had been suggested by Kelly Webb that a Task & Finish Group be set up (to involve Kent Police, SDC and DGPC). Cllr Mrs. England and the Clerk would attend a meeting.

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### 7.3 Anti-Social Behaviour

#### 7.3a Drug incident reporting sheet

It was agreed that Parish Councillors would continue to report as it had been previously, providing intel and photos to the appropriate agencies. It was felt that this reporting sheet was not an efficient means for members to report issues.

#### 7.3b Graffiti

Graffiti is still rife through the village and DGPC continues to report incidents and remove graffiti as soon as it is noticed.

### 7.4 Youth Provision

After the Christmas break, Kick Kent sessions had resumed, as had the Play Place programme. Additionally, West Kent Extra 8-12s project has commenced at the Pavilion. It was noted that floodlights were now working (following an issue with the battery).

*Post meeting note: whilst the battery had been removed from its case and had been successfully charged it had been subsequently been discovered that the charger case is not to be working and so further testing and repairs are required.*

## 8. FINANCE

8.1 The Clerk presented the Council with a summary Bank Reconciliation to 30<sup>th</sup> December 2016, which was noted and approved (Proposed - Cllr Mrs. England, Seconded - Cllr. Lapham and Agreed).

Cash in hand 01/04/2016			59,171.32
<b>ADD</b>			
Receipts 01/04/2016 - 30/12/2016			122,366.76
			181,538.08
<b>SUBTRACT</b>			
Payments 01/04/2016 - 30/12/2016			89,939.63
<b>A: Cash in hand 30/12/2016</b>			<b>91,598.45</b>
Cash in hand per Bank Statements			
Current 30/12/2016		13,722.17	
Reserve 30/12/2016		78,979.93	
			<b>92,702.10</b>
Less unrepresented cheques			
4458: Pulse Cleaning Systems Ltd	554.78		
4477: SLCC Subscription	200.00		
4481: Travel	9.00		
4485: Postage	29.88		
4485: Gift vouchers	10.00		
4486: Projector	299.99		1,103.65
			91,548.45
Plus unrepresented receipts			0.00
<b>B: Adjusted Bank Balance</b>			<b>91,598.45</b>

**8.2 Budget proposals for consideration and agreement**

It was Proposed - Cllr Mrs. England, Seconded - Cllr. Piper and Agreed that the draft budget proposals for 2017/18 be accepted.

Clerk

**8.3** It was noted that Council tax referendum principles would not to be extended by the Government to Parish and Town Councils for 2017/18. This was a matter that would continue to be debated for future years.

**8.4 Precept 2017/18: To set level and confirm with SDC the payment schedule**

After quite some discussion it was Proposed - Cllr. Bayley, Seconded - Cllr Mrs. England and Agreed (2 votes against) that the Band D equivalent household charge levied be increased by 8%. This would result in an increase per Band D household of £7.25 per annum / 72.5p per month (paid over 10 months) from £90.63 to £97.88 per annum. The total Precept to be levied by SDC is therefore £109300. It was also agreed that current arrangements for payment of the Precept to DGPC by SDC would remain unchanged (50% end April and 50% end Sept). Clerk to inform SDC.

Clerk

**9. ACCOUNTS FOR PAYMENT**

**9.1** It was resolved (Proposed - Cllrs. Lapham, Seconded - Cllr. Piper and Agreed) to approve for payment a list of cheques (with supporting documentation) as detailed below.

**Payment Details:**

4482	UC 064/2016 <i>Enlightened Solar Ltd Works in plant room</i>	2276.00	455.20	2731.20
4483	UC 065/2016 <i>Express Keys &amp; Lock Services Maintenance</i>	60.00	12.00	72.00
4484	UC 066/2016 <i>Kick Kent Funding of sessions Jan to Jul 2017 (as agreed at December 2016 meeting)</i>	1160.00		1160.00
4485	UC 067/2016 <i>Clerk's expenses: postage/gift token</i>	39.88		39.88
4486	UC 068/2016 <i>Clerk's expenses: purchase of projector</i>	249.99	50.00	299.99
4487	Telecom Alarms Ltd Supply & fit of replacement standby control panel battery	35.00	7.00	42.00
4488	Pulse Cleaning Systems Ltd January pavilion cleaning	462.32	92.46	554.78
4489	Pulse Cleaning Systems Ltd window cleaning (Sept '16)	104.21	20.84	125.05
4490 Last cheque in book	Pulse Cleaning Systems Ltd November pavilion cleaning [Original cheque - 4458 - not received: now cancelled & replacement raised here]	462.32	92.46	554.78
4491 First cheque in book	SDC Print recharges for poster (to be claimed back)	70.00	14.00	84.00
4492	SDC Cleaning of Mill Rd & Recreation Ground December '16	123.00	24.60	147.60
4493	SDC Dog bin emptying Oct to Dec 2016	278.85	55.77	334.62
4494	Communicorp Local Councils Update Subs renewal 2017/18	100.00		100.00
4495-4496	Staff salaries & expenses January 2017	1957.50		1957.50
4497	The Play Inspection Company (Operational Inspection Dec 16)	50.00	10.00	60.00
DD	South East Water - Pavilion (due 01/01/17)	172.23		172.23
DD	SAGE UK Ltd Payroll software (due 16/01/17)	4.00	0.80	4.80
DD	B&CE HSM Ltd (The People's Pension) (due 10/01/17)	186.80		186.80
DD	BT Telephone & Broadband (due 08/01/17)	63.55	12.71	76.26
DD	E.On (UMS elec for street lighting Dec 2016 (due 23/01/17)	253.53	50.71	304.24

DD	E.On Gas (pavilion Nov Dec due 09/01/17)	191.28	38.26	229.54
DD	E.On Electricity (pavilion Nov Dec due 09/01/17)	134.89	26.98	161.87

## 10. PLANNING

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

<b>10.1a</b>	
Application Number:	16/03843/HOUSE
Location:	Ladymead 4 Station Road
Development:	Erection of a single storey side extension with a roof light and a single storey rear extension with a flat roof and roof lantern
Recommendation:	<p>Objection Proposed - Cllr. Hersey, Seconded - Cllr. Lapham and Agreed</p> <p>The Parish Council recommends that this application be refused planning permission as the Parish Council is of the opinion that this proposal would exceed the 50% rule as there have been two previous extensions to the <i>original</i> house.</p> <p>In principle there is no issue with the proposal (although it does take the property right up to the boundary with its neighbour). However, the Parish Council wishes to seek clarification from SDC with regard to the extent of previous extensions and whether or not this new application effectively seeks to extend the original footprint by more than 50% which the Parish Council understands is not permissible.</p> <p>If SDC is able to verify that the application is not contrary to this rule (or indeed that the rule is not applicable in this instance) then the Parish Council would revoke its objection and would submit a response of No Comment.</p>
<b>10.1b</b>	
Application Number:	16/03652/HOUSE
Location:	21 Donnington Road
Development:	Ground floor rear and side extension. Loft conversion and side dormers
Recommendation:	<p>No comment Proposed - Cllr. Lapham, Seconded - Cllr. Carrol and Agreed</p>
<b>10.1c</b>	
Application Number:	16/23434/CAN
Location:	BT Telephone Box East of The Rose and Crown London Road
Development:	Removal of BT Public Payphone
Recommendation:	<p>It was noted that this proposal was subject to a two stage consultation process, the first stage having now been completed and informing this second stage. Further views were now sought on the proposed removal of the telephone box.</p> <p>It was agreed that the Council had no additional comments to add having already indicated that it had no objection to the box being removed.</p>

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

<b>10.2a</b>	REFUSAL OF PLANNING PERMISSION
Application Number:	16/01588/FUL
Location:	Land East Of Road South Of M25 Morants Court Road
Development:	New crossover, hard-standing & gates to form new access onto site from London Road
<b>10.2b</b>	REFUSAL OF PLANNING PERMISSION
Application Number:	16/03221/HOUSE

Location:	3 Shabhall Cottages Morants Court Road
Development:	Double garage
<b>10.2c</b>	WITHDRAWAL OF APPLICATION
Application Number:	16/03130/FUL
Location:	Land Adjacent To 15 Mill Road
Development:	The erection of a 2-storey three bedroom dwelling with 2no. car park spaces
<b>10.2d</b>	GRANT OF PLANNING PERMISSION
Application Number:	16/02775/FUL
Location:	Lancaster Body Centre Limepit Lane
Development:	The proposal is for a temporary building for three years to extend the existing workshop facilities for Lamborghini, Aston Martin and Bentley
Grant:	Subject to conditions
<b>10.2e</b>	APPROVAL OF DETAILS
Application Number:	16/03292/DETAIL
Location:	Dunton Green Pavilion Recreation Ground London Road
Development:	Details pursuant to condition 13 (BREEAM) of planning permission SE/14/00430/MMA
Approval:	Unconditional
<b>10.2f</b>	TREE WORKS
Application Number:	16/03924/WTPO
Location:	26 The Sidings
Development:	Various works to trees (TPO)
Information:	Information purposes only Cllr. Carrol confirmed that whilst this tree works application is nominated for his address the work is actually for The Sidings in general and not specifically his property.
<b>10.2g</b>	APPEAL DECISION - DISMISSED
<b>Appeal Ref:</b>	APP/G22545/W/16/3157585
Application Number:	16/00979/FUL
Location:	Dunton Green Free Church Station Road
Development:	Demolition of existing D1 church building on site and erection of 4 nos. C3 semi-detached houses and 1 no C3 detached house with 5 secure and covered cycle stores, 5 secure and covered refuse storage and 8 parking bays with electric charging points along a mews - to be named 'Church Mews'.
Appeal dismissed:	The main issues are the effects of the proposal on the: a) Character and appearance of the area; b) Living conditions of occupants of No 2 Station Road in relation to privacy, outlook and noise and disturbance.

Clerk

### 10.3 SDC Local Plan Review - Settlement Hierarchy Evidence Base

Clerk to review and amend where necessary the list of facilities and services within the parish. It was noted that SDC deem only services and facilities within 400m of the settlement area centre (which is not defined in the information provided) as within the confines of the development. This means that some services are currently excluded. The Clerk will seek to establish SDC's view on where the centre of Dunton Green is located.

Clerk

## 11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 11.1 Pavilion

- a) WKCS S106 Community Facilities Fund: DGPC Recreation Ground Project  
As indicated in Item 10.2e above the BREEAM certificate for the Pavilion building has been signed off. This is quite a momentous achievement and signifies that the project element is now, finally, reaching its conclusion. The Clerk would, as indicated at the December meeting, reconcile the S106 account after having submitted a claim for the recent works (which were to rectify issues from the snagging list). The Clerk would then establish what funds were remaining and whether or not these could be added to the funds required for installation of toilets in the changing rooms (which would have been completed at the

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outset but cost predictions at that time ruled this out).

### 11.2 Recreation Ground

#### a) The Play Inspection Company - to note the operational report

An operational inspection had been carried out in December just before the Christmas break and the subsequent report had been forwarded to members and was noted. The vast majority of items were logged as low or very low risk. It was recognised that during the spring/summer it would be sensible to have some refurbishment works (rubbing down of rust/repainting) carried out on the aerial runway. A schedule of works would be put together and quotes sought.

Clerk

### 11.3 Grounds Maintenance

#### a) Chipstead FC & football pitch

The Clerk had requested the return of keys from the club as they had not played at all at Dunton Green so far this season. The club had responded by indicating that they were trying to liaise direct with the Parish Council's contractor to have some repair work carried out (as, in the club's view the pitch was unplayable - something that DGPC disputes the pitch having been played on by a girls' team in the autumn with no issues raised whatsoever) and they intended to play in January/February. The Clerk had spoken with the maintenance contractor who confirmed that he had only very recently spoken with the club (on another matter) and the topic had come up. He was under the distinct impression that the club had no real intention of playing until next season earliest. The Clerk would ask for the return of the keys again.

Clerk

#### b) Litter in the village

There had been several complaints about litter in the village and a request for additional bins. The Clerk commented that previous experience in the recreation ground had demonstrated that bins do not resolve the issue as people who drop litter do not use them, however close they are. There was also the financial impact of purchase, installation and emptying of bins that should be factored in. It was agreed in the first instance that a poster campaign be conducted. The Clerk and Chairman would try to source some impactful posters to try to encourage people not to litter. It was also agreed that the Parish Council would have another litter pick and it was agreed that the date and time would be Sunday 19<sup>th</sup> March at 11am. This could then be widely advertised across Social media, Dunton Green News, the Chronicle and with posters.

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## 12. ALLOTMENTS

Nothing to report.

## 13. FOOTPATHS (Public Rights of Way)

Nothing to report (see 14.2 below).

## 14. HIGHWAYS AND TRANSPORT

### 14.1 Speeding

A 30mph banner had been put up on the village green over the Christmas period to try to highlight the speed concerns through the village. This had now been taken down and would be used again intermittently through the year (to be scheduled for the Easter holidays next). The winning poster design/s needed to be made into posters and displayed through the village.

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Cllr. Bayley had a suggestion and showed councillors a draft design for a car window sticker (the type that affixes to a rear windscreen by means of static). The intention was that local people could use these to highlight the speed in the village and they could be given away at events or made available from the office. After some discussion, the design was approved and it was Proposed - Cllr. Bayley, Seconded - Cllr. Piper and Agreed that a batch of 500 should be ordered (at an approximate cost of £200).

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### 14.2 Dog fouling

There had been a noticeable increase in the amount of dog mess being left on pavements and footpaths over the Christmas period. The Chairman would highlight the issue in the Chronicle column and a reminder to pick up would be included in the next Dunton Green News.

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**14.3 Station Road junction**

Cllr. Carrol reported that a number of residents had spoken to him about the London Road/Station Road junction and their belief that further double yellow lines were needed. The Clerk reminded members that as the Parish Council is not a highway authority it has no responsibility for this. That being said, residents should be encouraged to contact SDC and KCC direct to register their concerns. The more residents that do so the more likely it was that these issues would be looked into. Numerous individual contacts were far more effective than a petition. It was also noted that this was likely to be a lengthy process as there had only relatively recently (in the last two years) been a consultation on parking measures in the village.

**15. LIGHTING**

Nothing to report.

**16. EVENTS / ACTIVITIES****16.1 DGPC Events for 2016: feedback &/or progress updates (where applicable)****a) Events Working Group****i. Carols around the Christmas Tree (19<sup>th</sup> December)**

The event had been very well attended, the reduction in the number of verses per carol was welcomed and all the mulled wine had been consumed (a first).

**ii. Parish Reception: February**

There had still been no feedback from the Donnington Manor regarding a date and time was now running out if this event was to be held in the current financial year. The Clerk would chase to see if it was still possible to organise a date in February. Clerk

**iii. APM (22<sup>nd</sup> March)**

The date had already been agreed and speakers had been booked (as per the December meeting).

**iv. Events from April 2017**

There were a number of events for 2017 that were suggested and, in some instances, dates agreed:

a. Fireworks: it was agreed that this now annual event should continue, in September as a farewell to Summer. The date would be dependent on the availability of Pyrovision and the Clerk would confirm possible dates at the February meeting. Clerk

b. Carols around the Christmas Tree: date confirmed as Monday 18<sup>th</sup> December at 7pm.

c. Photographic competition: it was agreed that this should be run again in 2017 with a view to possibly producing a Dunton Green Calendar, A date would need to be considered which allowed sufficient time for this to be produced. To be reviewed and agreed at a future meeting. Clerk

d. Village Picnic: this would take place at the recreation ground in the summer but the date needed to be fixed - for review at a future meeting. Clerk

e. Remembrance Sunday: 12<sup>th</sup> November

**16.2 Other events****a) Battle's Over: Sunday 11<sup>th</sup> November 2018**

A national beacon lighting event was being planned to commemorate the end of World War One. It was agreed that DGPC would like to be involved and at this stage all that was required was for the Parish Council to confirm its interest. There was a good deal of time to plan details for the day. Clerk

**b) Family Fun Days 2017**

The Clerk confirmed that SDC had once again engaged Imago to run family fun days in the Easter and Summer holidays. The Clerk indicated that she might not be available on the dates offered for Easter and it was therefore agreed that this year the Parish Council would host a day in the Summer holidays (actual date to be confirmed). It was agreed that consideration should be given to providing an added attraction to make more of the event and it was agreed in the first instance that the Clerk should liaise with the Community Development workers to see whether or not they could make some arrangements. Clerk

**17. COMMUNICATION****17.1 Newsletter**

Deadline for copy to be received for the next edition is 1<sup>st</sup> February. Suggested articles for the newsletter included Over 55s Social Club, AgeUK Lunch Club. Any articles or suggestions for articles submitted by members would be very welcome.

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**17.2 Website / Media / Technology**

No update to report. It was noted that there seemed to have been some progress for Ryewood Meadows residents with regard to the availability of fibre broadband. The Clerk would follow up to see if there was any change in the availability status for the Pavilion.

Clerk

**18. CORRESPONDENCE  
FOR DECISION / ACTION**

KALC	2017 KALC Community Awards: deadline 27/01/17 It was agreed that the Parish Council would take part in the awards scheme again. Suggestions for nominations to be provided to the Clerk.	Clerk ALL
KFRS/KALC	Fire Hydrant Initiative - Review meetings Noted. The Clerk would seek further clarification on the initiative. Fire Hydrants had been checked and information submitted to KFRS several years ago by Cllr. Hersey but this has not been followed up by any requests for further checks.	Clerk
Carbon Smart	Rural Community Energy Fund- feasibility study Noted. The Parish Council did not feel it was able to look into community energy provision.	
Da Vinci School	Proposed new free school in Sevenoaks - invitation to public information evenings Noted. The Parish Council did not feel it was its place to lend support to a new school (for which there was every little information available at the time of meeting).	

**FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS**

Samaritans Tunbridge Wells & District	Donation request It was Proposed - Cllr. Carrol, Seconded Cllr. Lapham and Agreed that a donation of £50 should be made.	Clerk
Sevenoaks Volunteer Transport Group	Donation Request It was Proposed - Cllr. Hersey, Seconded Cllr. Lapham and Agreed that a donation of £100 should be made. The organisation was known to directly support Dunton Green residents (and that volunteer drivers also came from the village).	Clerk
Dunton Green Primary School	Sponsorship of works request  (Cllr. Lapham confirmed that he had a child in their last year at the school; it was agreed that as the school is at the centre of the village & community and that this work would be of very little benefit to his child that this should not prohibit Cllr. Lapham from taking part in discussion).  The Acting Headteacher (Mrs Sharon Saunders) had written advising that in order to assist the school in its transition from Requires Improvement to Good (and Excellent) it was felt that there were much needed works to the Reception and Entrance areas and to the school hall floor. To this end funding was being sought (budgets having been slashed and KCC not deeming the work as urgent).  There was considerable debate about whether or not the Parish Council should be aiding a school that should be being funded by Kent County Council. After some discussion, it was agreed that a donation should be made. It was Proposed - Cllr. Bayley, Seconded - Cllr. Carrol and Agreed (1 vote against) that £750 be donated to	Clerk



	assist with improvements to the entrance/reception area.  The Clerk would also suggest that the school contact Cllr. Parry at KCC to see whether or not there might be any finds available from the Members Fund.
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Clerk

**FOR INFORMATION**

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

Office of the Lord Lieutenant of Kent	Invitation to Chairman to the Civic Service (14/03/17, 11am Rochester Cathedral) It was noted that on this occasion the Chairman was unable to attend.
Clerks & Councils Direct	January 2017

Clerk

**19. INFORMATION PURPOSES**

Saturday Freighter: 11<sup>th</sup> February 2017.

**20. DATE OF NEXT MEETING**

20.1 Date of next meeting

Scheduled: Tuesday February 21<sup>st</sup> 2017 at Dunton Green Pavilion (note change from usual 2<sup>nd</sup> Tuesday of the month)

**PUBLIC SESSION**

None.

The meeting closed at 10.02pm.