

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 12th APRIL 2016 at 7.30pm

1. PRESENT / APOLOGIES

Present: Cllrs. Bayley, Lockey, Mrs. England, Piper, Mrs. Monks, Mrs. Gomes-Chodynieski, Carrol, Tingley, Hersey, Lapham

Apologies: Cllrs Miss Guy, Brown (SDC)

In attendance: Tracy Godden (Clerk), Cllr Parry (KCC), Kelly Webb (SDC) and Cllr Mercer (Chairman Riverhead PC)

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 8th March 2016 were approved as a true record.
Proposed - Cllr Mrs. England, Seconded - Cllr. Piper and Agreed.

Clerk

3. MEMBER DISPENSATIONS & NON PECUNIARY INTERESTS

None.

4. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr. Lockey - Planning Item 12.1a (immediate neighbour)

Cllr. Tingley - Planning Item 12.1a (acquainted with applicant)

5. GENERAL ADMINISTRATION

5.1 SGN Compound Longford Meadow & SGN works

It was noted that works to the gas mains had been delayed due to prioritisation of works elsewhere. SGN had confirmed that it would not now install a main along the length of the village green and that a new main would be installed in the road (there was no perceptible advantage to the village green proposal; there would still be a need for traffic control regardless of where the main was installed). However, there would be a need to dig a trench from the district governor located under the village green to connect it to the new mains. The Clerk had asked for copies of the wayleaves agreement associated with the district generator from SGN. This had been agreed many years before the Parish Council took ownership of the land and there was a need to clarify what SGN had authority to do on DGPC land.

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 March & April meetings to write & have signed 15 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

Cllr. Parry apologised for missing & not having provided a report for the Annual Parish Meeting (this was a result of family commitments). Cllr. Parry confirmed that KCC continued to be under financial pressure and that cost saving measures were ongoing. Cllr. Parry commented that he hoped to be involved in helping to resolve issues at the school following the latest OFSTED inspection (having been impressed with how the school had been progressing the report had been somewhat disappointing). Cllr. Parry was also pleased to note that the integrity of the Sevenoaks West ward had been maintained following the Boundary Commission's initial proposals to break up some of the ward.

Cllr. Parry left the meeting.

9. COMMUNITY DEVELOPMENT & SAFETY

9.1 Community Development Officers

9.1a Report

Kelly Webb advised councillors that there had been lots of interest from volunteers wishing to get involved in the Lunch Club and that the first session would be held in May. It was important that this become a sustainable project led by Age UK, supported initially by SDC. Archery was scheduled for the half term at the end of May / beginning of June. The recreation ground is not a large enough venue to offer archery for adults but adults who had expressed an interest (including an octogenarian) had been signposted to archery elsewhere in the district.

The Youth Advisory Group (YAG) next meets on 28th April. Kelly felt that the meetings were taking a more strategic turn rather than truly engaging with young people but she would attend the meeting to see how things were progressing. This is a regular meeting that young people from Dunton Green could attend, especially once a forum has been set up to allow young people to have their say. In the meantime, Kelly would talk with the young people already on their database to see if they were interested in attending.

With regard to Healthy walks there is an aim to set up a weekday and a weekend walk. It will be necessary to get volunteers trained so that they can then take on ownership for the walks and lead them.

The community noticeboard to be installed at the station would be going in soon.

9.2 PCSO

No report for this meeting.

9.3 Anti-Social Behaviour

9.3a Land off Hillfield Place

There had been no further reports to the Parish Council about this area and there were no indications that the landowner would be clearing the site (the rubbish not having been left by the landowner in the first place).

Kelly Webb confirmed that there had not been many reports of ASB through to the Community Safety Unit. Graffiti at the station tunnel was being dealt with between SDC, the PCSO and Southeastern promptly as it appeared. There was still a suggestion that CCTV might be an option for the tunnel but there were issues with where it could reasonably be located (it is difficult to find an area that is not out of arms reach).

9.3 Youth Provision

9.3a Play Place

The recent Arts Award project had been successfully completed and the Clerk was trying to arrange a meeting with Play Place to discuss the project's outcomes and possibilities for future projects running in Dunton Green.

9.3b Kick Kent (quote)

Kick Kent had provided funding for sessions running from Easter to 17th May. A quote had been provided for a further batch of sessions to run from 24th May to 19th July inclusive and a separate quote for sessions from 24th May to run right through until 30th August. It was noted that there was a possibility that Kick Kent could be allocated funding to run the sessions over the summer by SDC. It was there Proposed - Cllr. Lapham, Seconded - Cllr Mrs. Gomes-Chodynietcki and Agreed that the quotation for sessions to 19th July be accepted at a cost of £360. If funding for the summer holiday period was not forthcoming the Parish Council would then reconsider funding for that period.

Clerk

Kelly Webb left the meeting.

10. FINANCE

10.1 Annual review of the effectiveness of the system of internal audit.

The Clerk had prepared a report as part of the review process to which members gave due consideration. It was Proposed - Cllr. Tingley, Seconded - Cllr. Lapham and Agreed that the system of internal audit was effective.

10.2 Annual review of the effectiveness of the system of internal control (Statement of Internal Control). A Statement of Internal Control had been prepared by the Clerk to which members gave due consideration. It was Proposed - Cllr. Lockey, Seconded - Cllr. Piper and Agreed that the system of internal control was effective.

10.3 Internal Audit arrangements 2015-16.

The Clerk reconfirmed that the Parish Council had agreed at its May 2015 meeting that Kevin Funnell should be appointed to conduct the internal audit of the 2015/16 accounts. The Clerk confirmed that the internal auditor had completed his visit on Monday 4th April.

10.4 To note the report of the Internal Auditor following the year-end audit 2015-16.

The Internal Auditor's report was noted, as was the fact that there were no areas of concern identified.

10.5 The Annual Return for the Financial Year 2015/16 had been completed in conjunction with the Final Year Internal Audit. The Council was requested to consider & approve:

10.5a Section 1 Annual Governance Statement

It was Proposed - Cllr Mrs. England, Seconded - Cllr Mrs. Monks and Agreed that, having responded appropriately to each of the statements contained within Section 1 of the Annual Return, that the Annual Governance Statement be approved and signed.

Clerk
IB

10.5b Section 2 Accounting Statement

It was Proposed - Cllr Mrs. Gomes-Chodynietki, Seconded - Cllr. Piper and Agreed that the Accounting Statement for 2015/16 (already signed off by the Clerk in accordance with the regulations for the Annual Return) be approved & signed.

IB

10.6 To reappoint the internal auditor for 2016-17.

It was noted that Kevin Funnell had indicated his intention to retire at the end of June 2016. It was therefore necessary to consider an alternative auditor for the 2016-17 accounts. This would be discussed and agreed at a future meeting when potential candidates had been identified.

Clerk

10.7 Scope of internal audit for 2016-17.

As with Item 10.6, this would be discussed once potential internal auditors for the 2016-17 accounts had been identified. It was not, however, anticipated that there would be a need to amend the scope of the internal audit to any significant degree.

Clerk

10.8 The Clerk presented the Council with a summary Bank Reconciliation to 31st March 2016, which was noted and approved (Proposed - Cllr Mrs. England, Seconded - Cllr Mrs. Gomes-Chodynietki and Agreed).

Cash in hand 01/04/2015			84,133.28
ADD			
Receipts 01/04/2015 - 31/03/2016			269,387.35
			353,520.63
SUBTRACT			
Payments 01/04/2015 - 31/03/2016			294,349.31
A: Cash in hand 31/03/2016			59,171.32
Cash in hand per Bank Statements			
Current 31/03/2016		5,289.74	
Reserve 31/03/2016		53,955.57	
Treasury 31/03/2016		0.00	
			59,171.32

Less unrepresented cheques			
4314: Mr. Bayley (travel)	16.20		
4321: Mr Hersey (gutter brushes)	57.79		73.99
			59,171.32
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			59,171.32
A=B Correct			

11. ACCOUNTS FOR PAYMENT

11.1 It was resolved (Proposed - Cllr. Tingley, Seconded - Cllr Mrs. Monks 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
DD	SAGE UK Ltd Payroll software (paid 16/03/16)	4.38	0.88	5.26
4319	UC 006/2016 SDC Business Rates 2016/ 17	1539.75		1539.75
4320	UC 007/2016 Crestala Fencing & Construction Ltd Supply of cold lay tarmac	47.19	9.44	56.63
4321	UC 008/2016 G Hersey expenses (gutter brushes)	48.16	9.63	57.59
4322	UC 009/2016 Teambase Pavilion supplies & stationery	32.47	6.49	38.96
4323	UC 010/2016 Clerk's expenses (postage and anti-virus software)	77.00	9.33	86.33
4324	UC 011/2016 Boyd Sport & Play Ltd Tennis net wire	21.00	4.20	25.20
4325	UC 012/2016 NALC Local Council Review subscription 2016/ 17	17.00		17.00
4326	UC 013/2016 Bob Ogley Annual Parish Meeting talk	65.00		65.00
4327	UC 014/2016 Jacqueline Bowen Refund of key deposit	30.00		30.00
4328	UC 015/2016 SDC Cleaning of Mill Rd & Recreation Ground Feb 2016	120.00	24.00	144.00
4329	UC 016/2016 KALC Chairmanship Conference (26/2/16)	60.00	12.00	72.00
4330	UC 017/2016 KALC Hard copies of 'The Good Councillors Guide'	35.34	1.07	36.41
4331	UC 018/2016 KCC Photocopier leasing (old machine)	64.20	12.84	77.04
4332	UC 019/2016 SDC Dog bin emptying Jan-Mar '16	270.40	54.08	324.48
4333	UC 020/2016 Clerk's expenses (pavilion supplies and office equipment)	38.99		38.99
4334	Pulse Cleaning Systems Ltd April pavilion cleaning	444.54	88.91	533.45
4335	First Rescue Training & Supplies Ltd Defibrillator, cabinet & sign	1330.00	266.00	1596.00
4336	Alan J Davies Grounds Maintenance March 2016	726.00		726.00

4337	Kevin Funnell Internal audit of 2015/16 accounts	75.00		75.00
4338	The Play Inspection Company Ltd Operational report	50.00	10.00	60.00
4339	CJS Plants Hanging baskets Apr to Oct 2016	760.00	152.00	912.00
4340	Express Keys & Lock Services Lock barrels for storage cupboards	163.20	32.64	195.84
4341	KCC Photocopier leasing (new machine)	105.34	21.07	126.41
4342	Mrs N Edmeads Bouncy Castle Hire (for village picnic)	100.00		100.00
4343	Furniture@Work Ltd Office furniture	1197.00	239.40	1436.40
4344	Scribe 2000 Ltd Accounts software licence 2016-17	195.00	39.00	234.00
4345 - 4346	Staff salaries & expenses April 2016	2032.06		2032.06
4347	G Hersey expenses (cistern handle)	5.12	1.03	6.15
DD	B&CE HSM Ltd (The People's Pension) Set Up Fee (paid Feb)	193.53		193.53
DD	E.On Electricity (pavilion Feb Mar)	96.30	4.82	101.12
DD	E.On Gas (pavilion Feb Mar)	203.54	40.71	244.25
DD	E.On (UMS elec for street lighting Mar 2016 / pay Apr)	260.87	52.17	313.04

12. PLANNING

12.1 CURRENT PLANNING It was Proposed - Cllr. Piper, Seconded - Cllr Mrs. Monks and Agreed (abstentions from Cllrs. Lockey & Tingley in relation to Item 12.1a) to **ratify** those recommendations made following Council consideration outside of a full Council meeting (as a result of deadlines for response).

12.1a	
Application Number:	SE/16/00352/HOUSE
Location:	2 Shabhall Cottages Morants Court Road
Development:	Erection of entrance porch and two-storey rear extension to existing property
Recommendation:	Objection Dunton Green Parish Council has concerns about this application and would recommend that the application be refused. The proposed rear extension would seem to be somewhat large and DGPC is of the opinion that this is an overdevelopment of the site which is within the Green Belt. There are also some serious concerns about the adverse impact such an extension would have on neighbours with regard to loss of light and the fact that the size would be overpowering. There is also no indication that the extension would be thatched and so it is not in keeping with the cottages. There are no issues with regard to the entrance porch.
12.1b	
Application Number:	SE/16/00212/LBCALT
Location:	Donnington Manor Hotel London Road
Development:	Replace the existing fence around the hotel car park, fitting lights around the perimeter of the fence. Replace the floodlights within the car park.
Recommendation:	Support
12.1c	
Application Number:	SE/16/00768/HOUSE
Location:	Great Dunton Farm House London Road
Development:	Alterations of existing garage attic space, into habitable space, and addition of three roof lights and glazed gable end.
Recommendation:	Support

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

12.2a	
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Application Number:	SE/16/00831/HOUSE
Location:	86 London Road
Development:	Ground floor rear extension and loft conversion with rear dormer. With various internal and fenestration alterations.
Recommendation:	Support Proposed - Cllr. Tingley, Seconded - Cllr Mrs. Gomes-Chodynietcki and Agreed.

Clerk

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

12.3a	GRANT OF PLANNING PERMISSION
Application Number:	SE/15/03741/MMA
Location:	Former West Kent Cold Store Rye Lane
Development:	Minor material amendment to application SE/15/00630/MMA relating to the redevelopment of the site comprising of 500 residential units, 2300 sqm of commercial floor space and a 460 sqm medical facility together with associated access roads, car parking, landscaping and open space. Proposed amendments consist of amended phasing strategy (condition 1) and amendments to design and layout changes to Phases 5 and 7a (condition 17).
Grant:	Subject to conditions
12.2a	GRANT OF PLANNING PERMISSION
Application Number:	SE/16/00197/HOUSE
Location:	184 London Road
Development:	Ground floor rear extension and loft conversion with rear dormer. With various internal and fenestration alterations.
Grant:	Subject to conditions

12.4 Ryewood Meadows - to include:

a) Medical facility (CCG Meeting)

The Clerk confirmed that she had attended a meeting arranged by Cllr. Brown (SDC) and attended by representatives of the CCG and Berkeley Homes as well as SDC's planning department. The crux of the matter was that the CCG had advised once again that it was not in a position to set up a medical facility on the site (the building offered was not large enough for the setup of a brand new practice and no existing practices had come forward to indicate any interest in setting up a branch or satellite surgery); the 300th dwelling was about to be occupied (the trigger for a decision in relation to this matter to have been reached) and on this basis Berkeley Homes had already sent a cheque to SDC for the requisite sum (c. £320,000) to be held until such time as the CCG was in a position to pull down funds. It was confirmed that the monies had to be spent within a two-mile radius of Dunton Green and that the CCG would be conducting an audit of existing facilities to establish how best to proceed. Cllr. Carrol was under the impression that the St. John's surgery had shown an interest in setting up a branch practice and he was asked to provide information to Cllr. Brown. However, the Clerk confirmed that she has not heard from that surgery despite Cllr. Carrol having been assured that there would some communication.

AC

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Pavilion

a) WKCS S106 Community Facilities Fund: DGPC Recreation Ground Project

The Clerk confirmed that there had been little progress since the last meeting in that there were still some plumbing/heating items relating to the snagging list that needed to be completed. The Clerk was liaising with the architect and the Mechanical & Electrical consultant to establish what was left to do and how they could proceed to get this completed.

- b) Maintenance
There had been a need to call out the electrical contractor to take a look at the fire alarm which had printed off an error message. The alarm had been checked and there were no issues.
- c) Pavilion Committee
The Clerk confirmed that it would be necessary for the Pavilion Committee to consider meeting in order to discuss a number of issues relating to the running of the building (charging, cleaning, equipment and so on).

13.2 Recreation Ground

- a) Play equipment (Bluetooth update / tennis courts vegetation)
The Clerk confirmed that Sutcliffe Play were due to site on 14th April to make repairs to the Bluetooth speakers & lights in the youth shelters. Vegetation was an issue still to be dealt with.
- b) RoSPA Report (Operational Inspection Report)
A copy of the report had been circulated to members ahead of the meeting. A number of the items raised had in fact already been dealt with. It was also noted that a number of the suggestions made in the report were impractical (such as removing the plastic ins that hold the rubberised matting flat to the floor). The Clerk would raise this with The Play Inspection Company. There was nothing listed within the report that was given more than a low level risk grading. Clerk

13.3 Grounds Maintenance

- a) Comments / feedback Clerk
The Clerk confirmed that she was still trying to arrange a walk round with the contractor to discuss the new contract and the extent of works. Clerk to chase. BT
It was also noted that it had been necessary to take down one of the hanging baskets on the shopping parade as it had been hanging somewhat precariously. Checking the hanging baskets should be incorporated into the weekly inspections. The Clerk was asked to confirm who was liable for the hanging baskets (the Parish Council or the contractor). Clerk
- b) Tree work: Ratification of decision to instruct contractor to attend to trees following inspection report
It was Proposed - Cllr Mrs. England, Seconded - Cllr Mrs. Monks and Agreed that the decision to instruct Sam Rogers Treecare to complete works identified following the recent tree inspection be ratified. The work would be carried out on Thursday 21st April. Clerk

13.4 General Projects / Updates

- a) Longford Meadow (goals/play equipment): Deferred to June meeting. Clerk
- b) Defibrillator shopping parade: Cllr. Bayley had informally spoken with Jason Botting of Bojangles but it was necessary for some official communication with The Bedpost and Bojangles Coffee House to formalise arrangements for the installation of the new public access defibrillator (which had been ordered). Once agreed, the Clerk would make arrangements for an electrician to visit site to provide a quotation for the works. Clerk

13.5 Archive Items

The Clerk had received from a member of the public a menu from the Donnington Manor Hotel c. 1937. The Clerk suggested that when sorting through the Parish Council's paperwork it would be worthwhile collecting all items that could usefully be built into an archive that might then be put on display at an event in the future.

14. ALLOTMENTS

14.1 To agree charges for 2016/17.

It was agreed that the Parish Council's charges should remain in line with those of the Social Club. It was anticipated that this would result in no increase in the charges for the forthcoming year (£10p.a. for half plots; £20p.a. for full size plots) but the Clerk would liaise with the Secretary of the Social Club to confirm. Clerk

15. FOOTPATHS (Public Rights of Way)

It was noted that the footpath at the back of Ryewood (from the estate to Pounsley Road) was still not open but that someone had started to clear vegetation. It was anticipated that the route would be open soon.

16. HIGHWAYS AND TRANSPORT

Members were encouraged to report potholes direct to Kent Highways (either by telephone 03000 41 81 81 or on line: <http://www.kent.gov.uk/roads-and-travel/report-a-problem>).

17. LIGHTING**17.1a Underpass lighting**

There had been no further updates since the site visit attended by Cllrs. Bayley and Mrs. England and the Clerk had emailed to request further information.

18. EVENTS / ACTIVITIES**18.1 DGPC Events for 2016: feedback &/or progress updates (where applicable)****a) Annual Parish Meeting**

Whilst not as well attended as would have been liked, Cllr. Bayley noted that the APM had been concluded promptly and that the presentation by Bob Ogley had been excellent, those who had attended having had a thoroughly enjoyable evening. It had also been an opportunity to present Cllr. Tingley with a KALC Community Award in recognition of his contribution to Dunton Green (and most particularly to the Parish Council) over many years. The award & its presentation had come as a complete surprise to Cllr. Tingley.

b) Village Picnic June

Plans were underway and Cllr. Bayley had made some good progress. It was agreed that it would be useful for an informal working party to meet to discuss plans and arrangements for events in general. Cllrs Mrs. Gomes-Chodynietki, Lockey and Mrs. Monks together with Cllr. Bayley would form the working party with a view to talking about preparations for the village picnic and the Fireworks event. Any proposals would be brought back to the Parish Council.

IB

c) Fireworks September

No update.

18.2 Other events**a) Events being organised by SDC as part of the Dunton Green project: nothing to report in addition to Item 9.1a.****b) SDC Family Fun Day**

It was noted that there would be an event run by SDC in association with Imago at the recreation ground on Wednesday 17th August as part of a series of events in the district over a four-week period in the school summer holidays.

c) Litter pick

It was agreed that a litter pick should take place on Thursday 12th May meeting at 6pm at the Pavilion. Clerk to arrange for additional litter pick equipment to be sourced from SDC.

ALL
Clerk**19. COMMUNICATION****19.1 Newsletter**

The new A5 format was praised both by members who commented on how much easier it was to deliver and by residents who had contacted the Parish Council to praise the new format. Cllr. Bayley indicated that there was a need to promote advertising in the new format as this would go some way to help cover the costs of the magazine (which would continue to be available at nil cost to residents). The Clerk would obtain pricing information from other newsletters and similar formats to put together a pricing list. The next edition was scheduled for completion to enable delivery at the end of May / beginning of June (ahead of the village picnic). Contributions were being sought from third parties and members were encouraged to submit articles for inclusion.

Clerk
Clerk
IB**19.2 Website / Media / Technology**

It was noted that a photograph posted on the Parish Council's Facebook page of a spectacular rainbow that had appeared over the recreation ground had reached some 4000 people. The good news was that this had resulted in some additional page likes which was very encouraging.

19.3 Logo

Cllr. Carrol had once again worked on revisions to the logo. The logo was discussed further, the main suggestion being that the tree depicted in the logo ought really to be an oak, and Cllr. Carrol would work on this again and send out revisions on which members could comment.

AC

**20. CORRESPONDENCE
FOR DECISION / ACTION**

SDC	Voluntary & Community 'Making It Happen' Awards: nominations by 28/04/16, awards ceremony 15/06/16 No nominations to be submitted.
KCC	Consultation: Review of KCC Funded Bus Services: Deadline 15/05/16 It was felt that the proposals did not affect Dunton Green directly and it was agreed therefore that no comments would be submitted.

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

School PTA	Donation Request The Parish Council had made a generous donation to the school's Christmas Fair but it was agreed that a donation could be made once again. Following some discussion of how the Parish Council might best be able to make a contribution, it was Proposed - Cllr Mrs. Monks, Seconded - Cllr. Lapham and Agreed that a 4-hour party booking slot (Main Hall & Room 1 - all usual terms & conditions to apply) could be provided at nil hire cost to the hirer. The offer must be redeemed within one year (and times would be subject to availability, as per all booking enquiries). The Clerk would prepare some advertising literature to explain the 'prize' for use by the PTA.
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Clerk

FOR INFORMATION

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

LCR	Spring 2016
Action with Communities in Rural Kent (ACRK)	Oast to Coast Spring 2016
CPRE	Kent Voice
Came & Co	Council Matters Spring 2016
SDC	Freedom Programme (dealing with domestic abuse): 12-week programme starts April 2016
The National Allotment Society	South East Region AGM 28/05/16 at 2pm in Tunbridge Wells
Local Councils Update	April 2016
CPRE	Countryside Voice Spring 2016

21. INFORMATION PURPOSES

21.1 Station Tunnel Flooding

It was noted that there had been flooding at the entrance to the station tunnel once again and that this had been reported to Southeastern. It was also noted that there was a near constant flow of water across the land (left from the kissing gate towards the station).

21.2 London Road land (auction)

It was noted that land that had been put up for auction had not been sold. There had been some resident concerns about (presumed unauthorised) works being carried out on this land but it was notable that having been informed, SDC's Planning Enforcement Officers had visited the site very promptly, had liaised with the owner and the matter had been dealt with swiftly.

22. PUBLIC SESSION

None.

23. DATE OF NEXT MEETING

23.1 Date of next meeting

Scheduled: Tuesday May 10th 2016 at Dunton Green Pavilion

The meeting closed at 9.05pm.