

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 9th MAY 2017 at 7.30pm

PUBLIC SESSION

None.

1. ELECTION: CHAIRMAN

As previously advised Cllr. Bayley confirmed that he would not be standing as Chairman and took the opportunity to thank all the members for their support over his three-year tenure as Chairman. Cllr. Bayley also extended thanks to the Clerk who had been provided a great deal of assistance and to Cllr Mrs. England who had worked tirelessly as Vice Chairman in this time.

The Council is requested to elect a member to the following positions:

1.1 Chairman: Cllr Mrs. England

Election of this candidate was Proposed - Cllr. Bayley, Seconded - Cllr. Lapham and Agreed.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed a declaration of acceptance of this office, witnessed by the Clerk.

3. PRESENT / APOLOGIES

Present: Cllrs. Bayley, Mrs. England, Hersey, Fox, Lockey, Mrs. Gomes-Chodynieski, Lapham, Carrol

Apologies: Cllr Mrs Bayley (SDC)

In attendance: Tracy Godden (Clerk), Judy Collins

4. ELECTIONS: CHAIRMAN / VICE CHAIRMAN / COMMITTEES

The Council is requested to elect members to the following positions:

4.1 Vice-Chairman: Cllr. Lockey

Election of this candidate was Proposed - Cllr. Bayley, Seconded - Cllr Mrs. Gomes-Chodynieski and Agreed.

The Vice-Chairman signed a declaration of acceptance of this office, witnessed by the Clerk.

The Council was requested to consider the structure and appointment of committees and, if appropriate, to elect members:

4.2 Review of existing committee structure (Finance & General Purposes Committee; Community Amenities Committee; DG Pavilion Committee; Aspirations & Future Plans Committee) and current requirements

There was discussion regarding the current committee structure and it was agreed that the committees could be reduced to two, each taking on aspects currently covered by other committees. It was agreed that there should be a Finance & General Purposes Committee (taking on financial management of the pavilion amongst its other responsibilities) and an Amenities Committee which would be responsible for organisation of events and all of the Parish Council's recreational assets.

4.3 Appointment of members to committees

4.3a Finance & General Purposes Committee: Cllrs. Mrs England, Hersey, Lockey & Mrs. Gomes-Chodynieski

Election of these candidates was Resolved

4.3b Amenities Committee: Cllrs. Mrs England, Lockey, Mrs. Gomes-Chodynieski, Bayley, Fox, Carrol plus non-DGPC member Mrs Yuka Lockey

Election of these candidates was Resolved

Terms of reference for committees must be reviewed & agreed at the first meeting of each committee and a Chairman is to be appointed.

The Council is requested to elect members to the following positions:

4.4 Councillor responsible for Allotments: Cllr. Hersey

Election of this candidate was Resolved

The Council was requested to consider the validity of the following positions on outside bodies and, if appropriate, to elect members to the following positions:

4.5 KALC Representative: Cllrs. Hersey and Mrs. England

Election of these candidates was Resolved.

4.6 Representative on Village Hall Management Committee: Mr Robin Piper

Election of this candidate was Resolved (subject to confirmation that Mr Piper is prepared to continue as the Parish Council's representative).

4.7 Representative on Donnington Hall Management Committee: Cllr. Fox

Election of this candidate was Resolved.

4.8 Representatives on the Fort Halstead Working Group: Cllrs. Hersey and Mrs. England

Election of these candidates was Resolved.

5. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 18th April 2017 were approved as a true record.
Proposed - Cllr. Lockey, Seconded - Cllr. Bayley and Agreed.

6. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

7. GENERAL ADMINISTRATION

7.1 Member Dispensations & Non-Pecuniary Interests: Requests for dispensations to be submitted to the Clerk for approval.
None.

7.2 Councillor vacancies / Co-option

Members had been advised between meetings that Cllr. Robin Piper had submitted his resignation with immediate effect. Mr. Piper was formally thanked (in his absence) for his contribution to the Parish Council during his tenure.

There remained three vacancies on the Parish Council.

7.3 Councillor training

Information pertaining to upcoming courses had been forwarded to members who were encouraged to attend training where possible. It was reiterated that training costs were covered by the Parish Council and that reasonable travel expenses would be reimbursed.

7.4 Policies

There were no policies to review at this meeting but the Clerk confirmed that this would be a regular item on the agenda going forward.

It was noted that Nick Chard had been elected as KCC councillor for Sevenoaks West at the recent elections (replacing Richard Parry).

8. DGPC REPRESENTATIVES - EXTERNAL BODIES

8.1 Feedback from any meetings attended by DGPC's representatives on external bodies

It was noted that in future DGPC representatives attending meetings would be expected to provide a brief update to keep all members informed.

Cllr. Bayley advised at the Annual General Meeting of the Village Hall Management Committee he had resigned as Chairman and Gary Rodwell had been elected to the position. There was nothing else to report to the Parish Council.

8.2 Meetings due to be attended

The next meeting of the KALC Sevenoaks Area Committee is scheduled for Friday 9th June (7.30pm Sevenoaks Town Council). Whilst there were only two voting members all parish councillors could attend the Area Committee meetings. GH FE

9. **CLERK'S REPORT**

Nothing to report not covered by agenda items.

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

Nothing to report.

11. **COMMUNITY DEVELOPMENT & SAFETY**

11.1 Community Development Officers Report

A report had been forwarded by Kathryn Bone which was given to members and was noted. Key highlights included the success of the netball sessions; the viability of a second session was being considered. Streetdance was also developing. Tennis sessions were planned for August (for which a deposit would be requested when booking to help limit the number of people who sign up for events but then do not turn up). The Community Development officers were also considering having tennis coaching sessions on a week day evening. The Clerk would ask for clarification about whether this was an SDC supported activity or whether this was private sessions. Clerk

11.2 Anti-Social Behaviour

11.2a PCSO Report

Crime reports 01/04/17 to 04/05/17 identified three thefts and two burglaries in Dunton Green.

Theft: one crime report was theft of a padlock (nothing else was taken). The second was theft from a motor vehicle; car was not damaged, one item taken. The third was slightly more complicated as the theft was from a friend who was lodging with them.

Burglary: the first crime report is an active investigation so this can't be discussed in any detail. In the second burglary, nothing was taken (burglary with intent to steal) but no further action could be taken as the IP (injured party) deleted their CCTV that may or may not have covered the event.

Although there have not been any cases in Dunton Green there have been a few cases of 'vehicle interference' around Sevenoaks, one case was in Riverhead. In these cases, people have found that their cars have been unlocked, 9/10 times with no damage, and it just looks like people have been looking for valuables.

Following the recent late night recreation ground incident the PCSO had been out with the Community Policing Team (CPT) and the CPT has also been out patrolling Dunton Green independent of the PCSO. On no occasion did the police see anyone and there were no issues. Another patrol is scheduled.

11.2b Recreation Ground ASB incidents

A Task & Finish group had previously been set up to deal with the alleged drug issues in the village and good progress had been made. However, late on the evening Friday 28th April a large group of youths caused a disturbance in the recreation ground where glass was broken in the play areas and in the car park. This was reported by residents to the police who did attend site. The police called SDC to request that they come and clear the area to make it safe for the public.

It was agreed that a sign should be put on the height barrier indicating that the area is covered by CCTV. It was also felt that the possibility of upgrading (and extending) the current CCTV should be investigated in due course.

It was also noted that the Duke's Head pub now restricted admittance to Over 21s only following issues with a large group of younger people causing problems in the venue.

11.3 Youth Provision

11.3a Play Place Meeting 8th May

The Chairman and the Clerk had met with Chris Hennis from Play Place. DGPC would pay for sessions up to the May half term (as already agreed) which were following a sports programme. SDC funding would be used for the period June & July and that whole term would be spent on arts based programme (photography / animation) with a view to submitting material for the Parish Council's photographic exhibition on September 30th. The theme had been confirmed with Play Place as 'Being Young in Dunton Green' for U18s (with a wider 'Living in Dunton Green' theme for Over 18s). The aim was for the entries to be obviously identifiable with Dunton Green.

Chris Hennis would be putting together a bid for an Awards for All grant for a whole year (September 2017 to July 2018); this will mean that the programme will have to be more structured to outcomes but this should mean that there is more advanced planning of programmes through the year.

The two terms from September to December were planned to be drama based with a view to having a production at the end of the second term. The programme would not be limited to performance and would include production elements to keep a broad appeal.

12. FINANCE

12.1 To note the report of the Internal Auditor following the year-end audit 2016-17.

Lionel Robbins had submitted a report following the conclusion of the internal audit for 2016/17 and his had been distributed to members. There were no comments from members and the report was noted.

12.2 To receive a bank reconciliation to the end of the previous month (if documentation is available to complete this task prior to the meeting) and to note the month end balance and acknowledge balance statement values have been verified.

The bank reconciliation had not yet been completed. The Clerk would forward to members by Friday 19th May.

Clerk

12.3 To note 2016-17 Actual Spend vs Budget analysis

The analysis had not yet been completed. The Clerk would forward to members by Friday 19th May.

Clerk

13. ACCOUNTS FOR PAYMENT

13.1 It was resolved (Proposed - Cllr Mrs. Gomes-Chodynietki, Seconded - Cllr. Bayley and Agreed) to approve for payment a list of cheques (with supporting documentation) as detailed below.

It was Proposed - Cllr. Hersey, Seconded - Cllr Mrs. Gomes-Chodynietki and Agreed that the KCPFA Annual Subscription be renewed for 2017-18.

Payment Details:

4543	KCC Photocopier leasing to end Mar '17	129.55	25.91	155.46
4544	Teambase Office supplies	38.77	7.76	46.53
4545	Pulse Cleaning Systems Ltd April extra pavilion cleaning	58.17	11.63	69.80
4546	Pulse Cleaning Systems Ltd May pavilion cleaning	588.69	117.73	706.42
4547	Scribe 2000 Annual Software Licence	385.00	77.00	462.00
4548	Lionel Robbins Internal audit 2016/17 accounts	100.00		100.00
4549	Miss J Johnson Face painting (Village Picnic 9 th July)	75.00		75.00
4550 Last cheque in book	Alan J Davies Grounds Maintenance April 2017	873.00		873.00
4551 First cheque in book	Stephen Biggs Hounds of Sound band (Village Picnic 9 th July)	60.00		60.00
4552	Herve Tubert Hounds of Sound band (Village Picnic 9 th July)	60.00		60.00
4553	Lauren Griffiths Hounds of Sound band (Village Picnic 9 th July)	60.00		60.00
4554	Kent County Playing Fields Association (KCPFA) Annual subscription 2017/18 *	20.00		20.00
4555	Streetlights Annual streetlighting maintenance contract Payment 1 of 2 *	796.20	159.24	955.44

4556-4557	Staff salaries & expenses (computer operating system upgrade, postage & travel)	2171.73		2171.73
4558	Play Place Innov8 CIC Youth sessions March to May inclusive	1129.26		1129.26
4559	Mark Knight Getting IT Working Supply and installation of server and accompanying work plus 12 month hardware warranty	900.00		900.00
4560	SDC Emergency call out to clear glass from rec 29/4/17	105.00	21.00	126.00
DD	BT Telephone & Broadband Mar 17 paid 10/04/17	143.29	28.65	171.94
	BT Telephone & Broadband Apr 17: due to incorrect charging on March bill the account is now £8.67 in credit: no DD payment to be taken in May			
DD	SAGE UK Ltd Payroll software (due 16/05/17)	5.00	1.00	6.00
DD	B&CE HSM Ltd (The People's Pension) (due 11/05/17)	206.67		206.67
DD	E.On (UMS elec for street lighting Apr 2017 (due 16/05/17)	281.38	56.28	337.66
DD	E.On Gas (pavilion Apr due 04/05/17)	127.14	6.36	133.50
DD	E.On Electricity (pavilion Apr due 04/05/17)	135.60	6.78	142.38

* It was noted that there would be increased charges for 2017/18.

14. PLANNING

14.1 CURRENT PLANNING To consider the applications and to resolve to agree recommendations.
No planning applications.

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

14.2a	GRANT OF PLANNING PERMISSION
Application Number:	17/00488/HOUSE
Location:	19 Lennard Road
Development:	Demolition of existing single storey rear extension. Erection of a single storey rear extension.
Grant:	Subject to conditions
14.2b	Town & Country Planning Act 1990 - APPEAL Under S78 Against Refusal of a Householder Application
Application Number:	16/03221/HOUSE
Location:	3 Shabhall Cottage Morants Court Road
Development:	Double garage
Appeal Ref:	APP/G2245/D/17/3170846
Appeal start date:	3 rd May 2017
Notes:	As this is an appeal under the Householder Appeals Service there is no opportunity to submit comments. Previous comments have been forwarded to the Planning Inspectorate and the appellant.

Clerk

14.3 Ryewood Development

It was noted that there are proposals to create further residential dwellings in place of commercial floorspace and the medical facility for which planning consent has already been granted. A public consultation session is to be held on 10th May prior to a formal application being submitted to SDC.

Mrs Judy Collins advised members that Bessels Green Baptist Church had entered into some informal discussions/negotiations quite recently with Berkeley Homes about the possible use of the D1 facility but that this was disappointingly (and somewhat misleadingly) not noted in the report by Saville's which provided 'evidence' of Berkeley Homes' claims that all avenues had been exhausted in trying to fulfil the commercial requirements on site.

Mrs Collins was thanked for bringing this to the attention of the Parish Council.

14.4 It was noted that there was a consultation by SDC with parish and town councils on planning applications relating to the format in which information is received. The Clerk has indicated that paper copies of all information is still required. Realistically it is expected that SDC will eventually force the issue as they aim to reduce costs. However, given how difficult it is to compare plans on a screen (and the fact that it is difficult to print them to a useable size the Clerk has informed SDC of the requirement to continue to have hard copies (the deadline for response was 5th May).

15. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

15.1 Pavilion

a) Cleaning

The Clerk advised that the cleaner had left unexpectedly in April and that Pulse Cleaning had provided cover until a replacement had been found. A new permeant cleaner had now started.

b) General matters

Cllr. Hersey informed members that he had been offered the loan of an historic 'Dunton Green' railway sign. To ensure that the sign was kept safe he and the Clerk thought that it could be put up on a wall in the Parish Office. This would mean that visitors to the pavilion could still see it through the office windows. It would be necessary to draw up a loan agreement between the Council and the sign's owner. It was agreed that this should be done. Cllr. Hersey to follow up.

GH

c) IT infrastructure update

A considerable amount of work had been completed in recent weeks and there had been a lot of disruption to the Clerk's work as a result. However, excellent progress had been made and the end was in sight. In addition to the broadband upgrade in April, the server had now been installed and many of the associated works had been completed. There was still some work to finish on the desktop PC and the CCTV.

15.2 Recreation Areas

a) Recreation Ground Lighting Project

There was nothing further to report at this stage. Quotations were being sought with a view to these being reviewed and a contractor appointed at the June meeting. Once quotations had been obtained work could start in earnest to submit funding bids.

Clerk

b) Longford Meadow Goalposts

It was agreed that a set of steel 7 a side goal posts should be purchased to replace the old wooden posts at Longford Meadow. These were the closest in size to those already there. If fencing was required to help prevent balls running down Mill Road this could be arranged after the installation of the goalposts. The goalposts (and fencing) would be funded from the proceeds of the rental paid by Southern Gas Networks for the use of Longford Meadow in 2016.

It was agreed that CCTV signs should also be installed in Mill Road and Longford Meadow (in addition to the one for the recreation ground).

Clerk

15.3 Grounds Maintenance

a) Mill Road small open space - trees. It was noted that this was a repeat item already discussed at the April meeting.

b) It was noted that clearance of the ditches in the recreation ground should be scheduled.

Clerk

16. ALLOTMENTS

Nothing to report.

17. FOOTPATHS (Public Rights of Way)

The Clerk was asked to check with KCC when the footpath to the station was due to be cut. Vegetation was starting to grow quickly and will need attending to in the next three to four weeks.

Clerk

18. HIGHWAYS AND TRANSPORT

Speeding continues to be an issue in the village. Members were reminded that anyone (councillors /members of the public) wishing to do something about this and perhaps wanting to get involved in a Community Speedwatch group must undertake training. This training is available free online (and

so can be done at any time convenient). Knockholt PC has equipment that can be borrowed and risk assessments of suitable locations have already been completed.

Clerk

The Clerk would include information and links in the newsletter.

The Clerk was also asked to contact KCC to establish whether road surface speed markings were an option in the village (although, like signage, it was likely that unless there was a change in speed to be denoted this would not be permissible).

Clerk

19. LIGHTING

Nothing to report.

20. EVENTS / ACTIVITIES

20.1 DGPC Events for 2017/18: feedback &/or progress updates (where applicable):

No further updates at this stage (unless specifically noted below) other than to note the need for volunteers to be involved in the organising of events and to help at the events.

a) Village Picnic: Sunday 9th July

b) Photographic competition: Saturday 30th September (Exhibition)

a. Dates for entry submissions

The theme had been confirmed (as noted under Item 11.3a) and it was agreed that the window for submissions should be 1st July to 31st August.

c) Fireworks: Saturday 30th September 7.15/7.30pm

It was Proposed - Cllr. Bayley, Seconded - Cllr Mrs. Gomes-Chodynieski and Agreed that Hannah Northedge should be booked to perform at the event (at a cost of £150). Cllr. Bayley to confirm with Ms Northedge.

IB

d) Remembrance Sunday: 12th November

e) Carols around the Christmas Tree: Monday 18th December at 7pm

f) Film Nights

The next general entrance (12s and over) film night was scheduled for Saturday 20th May and Fantastic Beasts & Where to Find Them would be shown.

Further to last month's meeting an age restricted (Over 18s) night is scheduled for Saturday 24th June where people can bring their own alcoholic drinks, snacks will be available, a small charge will be made and 'Sing Street' will be shown.

g) Parish Reception

Discussion to be deferred until later in the year. Clerk to add to an autumn agenda.

Clerk

h) Litter pick

It was agreed that the next litter pick would take place on Sunday 2nd July meeting at the pavilion at 10.30am. Clerk to obtain extra litter picks from the Community Safety Unit.

ALL
Clerk

20.2 Other (non-DGPC) events

a) Family Fun Day Monday 7th August 10am to 2pm

21. COMMUNICATION

21.1 Newsletter

The newsletter is still very much a work in progress and the Clerk would try hard to get the final copy to the printer in the next week. However, with such limited input from others this would be difficult.

The Chairman advised that at Knockholt PC councillors submit on a rota two articles per month which can be used in their newsletter and their website. Fundamentally if there was a steady stream of input from councillors at DGPC (and they are free to write on any topic that they have an interest in or issue that they wish to raise with residents) this would be a great help and would reduce the pressure on the Clerk. The Chairman went on to say that if there was nothing to put in the newsletter it was questionable whether the Parish Council should be producing a newsletter at all.

It was agreed that a rota was needed as soon as possible.

Clerk

21.2 Website / Media / Technology

The Chairman informed members that the website platform that DGPC would be moving to (which the Clerk had already started work on) is the same as Knockholt PC's. To assist the Clerk the Chairman had volunteered to upload documents and populate the website ahead of its launch and they would be working together on this over the next few weeks.

FE
Clerk

Once set up and launched all members will be required to sign up to the emailing list on the website as this will be the way in which information will be communicated not only to councillors but to members of the public. There is a planning notifications facility which is a direct link to SDC's portal and which lists the current planning applications in the area (for an idea of what is available members should visit Knockholt Parish Council's website). The Chairman also pointed out that it was clear that many members of the community did not know many of the DGPC councillors. To remedy this, photographs of councillors would be put on the new website.

ALL

22. CONSULTATIONS

22.1 Transport for London: Arriva Application to cancel London Service Permit LSP0739 (discontinuation of 402 Bus service between Dunton Green and Bromley)

There was to be a public meeting in Knockholt on Monday 15th May to discuss this issue. It was expected that Nick Chard (KCC) would attend and that Michael Fallon MP and Peter Fleming (Leader of SDC) had been made aware of the situation and were getting involved.

Members were encouraged to complete the consultation if they hadn't already.

ALL

22.2 South Eastern Rail Franchise Consultation - deadline 23 May
Clerk to forward details to members.

Clerk

23. CORRESPONDENCE FOR DECISION / ACTION

None.

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

None.

FOR INFORMATION

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

Local Councils Update	May 2017
Clerks & Councils Direct	May 2017
Kent Tree & Pond Partnership	KTPP Pond Survey Flora Training Programme May 2017 (emailed to members previously)
Kent Police	Rural Policing Update 29/04/17

24. INFORMATION PURPOSES

It was noted that the next Saturday Freighter would attend on June 10th. Clerk to publicise.

Clerk

25. DATE OF NEXT MEETING

20.1 Date of next meeting

Scheduled: Tuesday June 13th 2017 at Dunton Green Pavilion

PUBLIC SESSION

None.

The meeting closed at 9.12pm.