

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 13th DECEMBER 2016 at 7.30pm

PUBLIC SESSION

None.

1. PRESENT / APOLOGIES

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

Apologies: Cllr Carrol

Absent: Cllr Mrs. Gomes-Chodynietki

In attendance: Tracy Godden (Clerk). PS Mark Beresford, PCSO Ellie Collins (late arrival), Kelly Webb SDC (late arrival)

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 8th November 2016 were approved as a true record.
Proposed - Cllr. Piper, Seconded - Cllr. Hersey 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

No interested expressed as yet for the three vacancies.

4.3 KALC AGM

This had been attended by Cllrs Hersey and Mrs England. Whilst this had been in an interesting and well attended event there was nothing significant to report on. It was mentioned that the new Police Crime Commissioner had been in attendance and that he had expressed a wish for there to be more PCSOs (although it is not in his gift to fund them); recruitment of some additional PCSOs for the County was, however, expected.

5. CLERK'S REPORT

The Clerk advised that:

- There was no longer a requirement for DGPC to submit a report in relation to monies received from the Community Infrastructure Levy (CIL) as reporting requirements currently relate to the 2015/16 financial year (when DGPC did not receive any funding).
- Contact had been made with SDC's Planning Enforcement team to advise them of the activity in and around the Wickens Meadow site (possible construction of a new access route, digging of trenches for utilities and so forth). The Enforcement Officer had confirmed that they would look into the matter.
- In order to apply for SDC funding to assist with the installation of a cycle rack at the shopping parade evidence of landowner permission was required. This meant that it was necessary to make an application to Kent Highways. The proposal had been discussed and there appeared to be no objections, it was just necessary for the Clerk to submit an application form.
- The pavilion toilets had been rodded once again following another blockage. Thanks were extended to Cllr. Hersey who had completed the task.
- The fire exit doors had been attended to following a report that one set would not open properly and one door would not stay open. All the issues had been resolved promptly.

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

There had been a requirement between the November & December 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**

7.2 PCSO

Police Sergeant (PS) Mark Beresford introduced himself to the Council. He explained that there was a lot of emphasis within the Kent Force on six key strands of crime (including organised crime; child sexual exploitation; counter terrorism). Local officers were taking on a lot of the responsibility and this might be having a negative impact on the communication levels between PCSOs and Parish & Town Councils. The Community Policing Team wants to ensure that relationships do not deteriorate and efforts will be made to try to maintain good working relationships.

PCSO Collins advised that there had been 3 shed break-ins, 2 thefts of motor vehicles and damage to cars in Station Approach. The PCSO had completed a leaflet drop in Mill Road with SDC's ASB Officer Dave Morgan in light of recent reports of unwanted behaviour in the Longford Meadow area. A few intelligence reports had been completed and PCSO Collins has now spoken to a number of youths. The PCSO advised that nothing seems to be going on when she is in the village. It was noted that if councillors could write down the dates, times & locations of suspicious activity this would help build up a picture of what is happening and indicate whether or not there was any pattern to the activity (which would then assist the Police with dealing with this).

Cllr. Bayley asked for clarification with regard to when 101 should be called. For a number of the items that the council had reported direct to the PCSO members had been unsure as to whether or not a 101 call was warranted. It was, more often than not, more a case of wishing to provide the PCSO with intelligence of what is going on the village. PS Beresford confirmed that deciding to ring 101 was a judgement call (and accepted that 101 was not always a quick way to report) but that if the local officer could be informed (PCSO Collins) then this would help build up a picture.

Kelly Webb would get some additional information on Neighbourhood Watch schemes in the village and would also provide the Clerk with an activity log that could be completed by councillors and then submitted to Kelly for logging at the Community Safety Unit briefing sessions.

KW
KW

Cllr. Lapham advised that he had been liaising with BTP and sending information about graffiti around the station environs. It was noticeable that there had been a significant reduction in the amount of graffiti since the installation of CCTV had been announced but it was concerning that graffiti was now appearing on the footpath areas behind Ryewood Meadows.

PCSO Collins would forward dates to the Clerk for upcoming Police Surgeries for advertising in the community.

PCSO

PS Beresford and PCSO Collins were thanked for taking the time to attend. The officers then left the meeting.

7.1 Community Development Officers

7.1a Report

A report had been provided by Kelly Webb and she highlighted the following main points to the members:

- Tesco had donated a Christmas Tree for the community which Kelly now has. This might be a little late for this year but it could be used by any local community group going forward.
- The AgeUK Lunch Club Christmas Lunch was particularly successful and the club goes from strength to strength.
- Funding for the proposed netball sessions has been obtained through Yulia La Kruz's

other role at SDC which will enable delivery of this from spring next year.

- The over 55s Social Club is another group that has a solid regular attendance each month and is developing.
- Health walk leader training: if there is no support from the Dunton Green community to take on leadership of the walks this may have to be revisited (as it was never the intention that the Community Development Officers would take this on indefinitely). The ideal would be to have two or three people who could share the leadership between them so that there is no feeling of obligation to commit to every week.
- The new youth dance instructor is hoping to complete training this month.

Cllr. Lockey commented that it was encouraging that activities are now staying on the list having been tried & tested. There seemed to be a marked improvement since the beginning of the year when activities were suggested, trialled, failed & then dropped. The Community Development workers should be praised for their efforts.

7.3 Anti-Social Behaviour

Drug dealing/taking issues and graffiti issues: nothing more to advise.

7.4 Youth Provision

7.4a Kick Kent Quotation for provision

Two quotations had been provided - one from January to the end of March 2017, the other extending all the way until mid-July 2017. Given the success and support for the Kick Kent initiative and to provide the charity with a sense of security the consensus was that the quote for the longer period was preferable. It was Proposed - Cllr Mrs. England, Seconded - Cllr. Lapham and Agreed that the quote for 29 sessions (£1160) be accepted.

Clerk

7.4b Play Place - Drama programme

A report had been provided by Play Place detailing the course content and an analysis of the demographic attending the sessions. The number of young people regularly attending averaged in the twenties and this was extremely encouraging. The focussed programmes definitely appeared to be significantly more appealing than youth provision supplied in the past. An arts programme was scheduled for after the Christmas break.

7.5 Community Speedwatch: training update

The Clerk had now been sent information about online training that is now available for volunteers. One unfortunate development was that anyone who had previously attended the training held at SDC was now required to complete the online training as well. The Clerk would forward the information to members and would add details to the Parish Council's Facebook page so that anyone interested in getting involved in a group could register. At the moment there was not enough interest being shown to sensibly run a Speedwatch campaign in the village.

Clerk
Clerk

8. FINANCE

8.1 An updated bank reconciliation was not available at the time of the meeting. This would be made available to members as soon as it had been successfully completed.

Clerk

8.2 Year to Date Analysis (YTD) and draft Budget proposals for consideration and agreement

The Clerk had supplied members with draft budget proposals but there had been no comments on this to date. It was agreed that members should carefully review the expectations for the next financial year whilst also thinking about potential demands on the Parish Council over the following two financial years. This might include impacts of further devolution of services from Principal Authorities and increasing maintenance costs as the pavilion gets more use and ages. Comments should be with the Clerk by 3rd January to enable any adaptations to the budget to be made ahead of the January meeting. A final decision must then be reached in agreeing a budget for 2017/18.

ALL
Clerk

8.3 Precept 2017/18: initial discussions (with a view to agreeing formally at the January meeting)

The Clerk advised that the Tax Base figure for Dunton Green for 2017/18 had been indicated as 1116.66 (to be formally approved by SDC's Cabinet on 12th January and extremely unlikely not to be approved). Given the increase versus the current year's tax base and the draft budget proposals there was scope for the Council to increase the value of the precept requested from SDC without a significant impact on the charge to Band D houses. Again, members were asked to review the

information that they had been provided with a view to approving the Precept for 2017/18 at the January meeting.

ALL

8.4 The Clerk informed members that Natwest had confirmed that all additional signatories had now been added to the account and requests for removal of ex-councillors as signatories had also been completed.

9. ACCOUNTS FOR PAYMENT

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

Payment Details:

Cheque No.	Details	Sub	VAT	Total
4462	UC 057/2016 Express Keys & Lock Services Maintenance	75.00	15.00	90.00
4463	UC 058/2016 Clerk's expenses: purchase of two Union Jack flags	116.48	23.30	139.78
4464	UC 059/2016 Alan J Davies Grounds Maintenance Extra Work Mill Rd	410.00		410.00
4465	UC 060/2016 Clerk's expenses: purchase of new laptop (incl. of 4 year warranty, onsite support & accidental damage cover)	868.60	156.15	1024.75
4466	UC 061/2016 Clerk's expenses: purchase of Kindle PTA donation, book tokens for poster competition & Christmas decorations	101.49	9.50	110.99
4467	UC 062/2016 Sevenoaks CFR donation for running two defibrillator training sessions	100.00		100.00
4468	UC 063/2016 Welcome Printing Winter Edition DG News	430.00	0.00	430.00
4469	Teambase Stationery & pavilion supplies	140.63	28.13	168.76
4470	Streetlights Tarmac repairs to Column 33 Lennard Rd	125.00	25.00	150.00
4471	Mr I Bayley expenses for refreshments for film night	10.45		10.45
4472	Newlands Nursery Supply & delivery of Christmas Tree	250.00	50.00	300.00
4473	KCC Photocopier leasing 01/09-30/11/16	105.34	21.07	126.41
4474	SDC Cleaning of Mill Rd & Recreation Ground November '16	123.00	24.60	147.60
4475	Pulse Cleaning Systems Ltd December pavilion cleaning	462.32	92.46	554.78
4476	Shield Total Insurance LTD Allotment Public Liability 2017	61.00		61.00
4477	SLCC Membership renewal 2017	200.00		200.00
4478-4479	Staff salaries & expenses December 2016	2009.20		2009.20
4480	HMRC QTR3 2016/17 PAYE Tax & NI Payment	2428.76		2428.76
4481	Mrs A Gomes-Chodynieski: Replacement of cheque 4385 as lost & so cancelled)	9.00		9.00
DD	South East Water - Pavilion (Due 01/01/17)	172.23		172.23
DD	SAGE UK Ltd Payroll software (due 16/12/16)	4.00	0.80	4.80
DD	B&CE HSM Ltdo (The People's Pension) (due 15/12/16)	192.06		192.06
DD	BT Telephone & Broadband (due 09/12/16)	76.63	15.32	91.95
DD	E.On (UMS elec for street lighting Nov 2016 (due 22/12/16)	245.35	49.07	294.42

10. PLANNING

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

10.1a	
Application Number:	SE/16/03434/CAN
Location:	BT Telephone Box East of The Rose and Crown London Road
Development:	Removal of BT Public Payphone
Recommendation:	Support It was resolved that this recommendation, made following Council consideration outside of a full Council meeting (as a result of deadlines for response), be ratified.
10.1b	
Application Number:	SE/16/03404/MMA
Location:	104 London Road
Development:	Minor material amendment to application SE/16/01173/FUL for the replacement dwelling to show a set of 5m patio doors positioned centrally across the rear wall
Recommendation:	Support Proposed - Cllr Mrs. England, Seconded - Cllr. Piper and Agreed.

Clerk

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

10.2a	GRANT OF PLANNING PERMISSION
Application Number:	SE/16/03036/HOUSE
Location:	30 Kingswood Road
Development:	Two Storey Side Extension and Single Storey Rear Extension
Grant:	Subject to conditions

10.3 Sevenoaks Town Council - Norther Sevenoaks Masterplan stakeholder workshop

Cllr Mrs. England had attended this heavily consultant-led workshop which had proved very interesting. There was discussion around how dreary the Bat & Ball area is and that there is a lack of character; that Sevenoaks Wildlife Reserve is not being utilised to its full potential and that cycle routes and pedestrian walkways might be introduced to that area; that the more industrial parts of Bat & Ball might be moved further north of the Vestry Estate and affordable housing out in its place; that when Tarmac leave the area that the land be taken and 'Greatness Lake' be created; upgrading of Greatness Recreation Ground. Housing either side of the dual carriageway section north of Sainsbury's and Otford is also proposed.

The most concerning aspect for Dunton Green is a proposal to create 'Darenth Reserve' with houses effectively filling the gap from Otford to Rye Lane (the 500 new homes at Ryewood being referred to as a 'small' development). The fact that this is effectively flood plain appears to have been entirely overlooked.

Cllr Mrs. England indicated that she would attend future meetings to ensure that the Parish Council remains informed about the 'masterplan'.

11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

11.1 Pavilion

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

To receive a progress update to include snagging list

The Clerk confirmed that work to replace the expansion vessel in the plant room had now been completed as had all but one of the remaining items on the snagging list (for which she was awaiting a quote). There would be a need to review the solar panel system and the boiler system so that they were effectively working together (rather than separately as had appeared to have been designed but which ought to be communicating).

The Clerk would reconcile the S106 account in January and, having submitted a claim for the recent works (which were to rectify issues from the snagging list), would 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 outset but cost predictions at that time ruled this out).

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The BREEAM certificate had been submitted to SDC for final sign off (due 23/12).
And additional quotation for installation of toilets in the changing rooms had been sought, as had a quotation for an adjustment to the urinal in the gents' toilet. Clerk

- b) To consider quotations for equipment (screen, projector etc.)
For a considerable number of years now the Parish Council has had to rely on the goodwill of the Chairman to provide PA equipment, screens and so forth. It had already been agreed when looking at the budget for 2016/17 that the Parish Council should have its own equipment for the longer term. Quotes had been obtained for a screen and for audio equipment. There would be further investigation of requirements of a projector and a quote be sought in due course. IB Clerk

It was Proposed - Cllr. Lockey, Seconded - Cllr. Lapham and Agreed that a quote from Heselwood AV for the installation of an electronic wall mounted remote control operated screen at a cost of £860 plus VAT be accepted. Clerk

It was Proposed - Cllr. Lockey, Seconded - Cllr. Lapham and Agreed that a quote from Heselwood AV for a portable stereo A system complete with speaker stands, USB dual CD player, radio microphones and carrying/flight cases at a cost of £1750 plus VAT be accepted. Clerk

11.2 Recreation Ground

Nothing to report.

11.3 Grounds Maintenance

It was noted that there were brambles in the land south of the footpath in the recreation ground which were now starting to overhang the pavement. The grounds maintenance contractor would be asked to deal with this on his next visit to the area (although this was not now expected until the Spring). Clerk

11.4 General Projects / Updates

Nothing to report.

11.5 Village Green SGN gas governor / Wayleaves Agreement

The Clerk advised that having not yet been able to get a response from Knocker & Foscett in relation to Item 11.6 she had instructed Graham Grove at SDC to act on behalf of the Parish Council in relation to this matter (having already been in dialogue with him about this matter anyway). Members agreed with this course of action. A surveyor was yet to be identified who would deal with easement-related work (but SGN had given assurances that reasonable costs would be covered by them). Clerk

11.6 White House Property Trust

The Clerk had had no further communication with Knocker & Foscett on this matter and would therefore chase for a response. Clerk

12. ALLOTMENTS

Nothing to report.

13. FOOTPATHS (Public Rights of Way)

Nothing to report.

14. HIGHWAYS AND TRANSPORT

14.1 Speed awareness campaign poster competition: members to consider entries from Dunton Green Primary School

There were a significant number of entries from the school which was very encouraging. Members shortlisted a number of posters for Key Stage 1 (including reception) and Key Stage 2. After quite some deliberation and a very close decision a winning entry for each Key Stage was identified and the Clerk would take the prizes (£20 book tokens) to the school so that they could be presented to the winners. The Key Stage 2 entry would be made into a banner & poster and these would be put up around the village in the new year to highlight the issue. Clerk

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. Remembrance Sunday (13th November): feedback**

The event had been very well attended and the Clerk would send on an email thanking the organisations for their participation.

Clerk

ii. Film Night (3rd December): feedback

Attendance was better than the first film night run by the Community Development Workers with 13 people coming along to enjoy the film. It was felt that this might be a 'slow-burner' and that it might take time to pick up and develop. Another film night was scheduled for January and it would be interesting to see if the attendance figures start to show signs of improvement.

iii. Carols around the Christmas Tree (19th December)

With the carols starting at 7pm it was agreed that volunteers to help put up the gazebo should meet at the pavilion at 5.30pm. Unfortunately, very few councillors would now be able to attend the annual event which was a little disappointing. The school choir would be there, as would the Bessels Green Baptist Church musicians and Revd Martin Booth would be officiating.

iv. Parish Reception: February 2017

A date had still not been set and the clerk would try to liaise with the Donnington Manor again after the busy Christmas period.

Clerk

v. APM: to note date confirmed as Wednesday 22nd March (7pm)

The Chairman advised that the speakers at the APM would be Ed Thompson and Alan Williams both well regarded local historians.

16.2 Other events**i. Defibrillator training: feedback**

Unfortunately, despite lots of advertising (particularly on social media) the sessions were very poorly attended which was a real shame given the efforts of Sevenoaks CFR to run the sessions.

ii. St. Mary's Christmas Tree Festival

The Parish Council had entered a tree (decorated with entries from the photographic competition and general shots from around the village) to be involved in this annual community event. The organisers had reported that the event well attended, particularly on the Saturday.

iii. Carol service St. Mary's

The Chairman would be representing the Parish Council at this event on 18th December (although members were very welcome to come along as well).

17. COMMUNICATION**17.1 Newsletter**

The Clerk had supplied volunteers with the newsletter on 24th November and all deliveries would now appear to have been completed. Deadline for copy to be received for the next edition was 1st February.

17.2 Website / Media / Technology

The Clerk had attended website training and was very encouraged by the Hugo Fox platform which would facilitate events and news being posted onto Facebook and Twitter from one initial post on the website (which would save a lot of time). The site needed to be populated which would be a time-consuming exercise but it was anticipated that the website could be operational by the end of January.

The new laptop had been delivered but had not yet been set up.

18. **CORRESPONDENCE
FOR DECISION / ACTION**

KCC	KCC Budget Consultation 2017/18: Response by 27/11 No comment
KALC	2017 KALC Community Awards: deadline 27/01/17 Include on the January agenda
KCC	Volunteer Support Warden Scheme: deadline 20/01/17 Clerk to distribute information to members and to advertise via Facebook to establish whether there was any interest in this at all
SDC	Sevenoaks District Housing Study - stakeholder information event: 18/01/17 Clerk to attend
KCC	Kent Minerals and Waste Site Plans - Call for sites: deadline 30/01/17 No comment

Clerk

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Clerk

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

DG Over 55s Social Club	<p>Donation Request</p> <p>After some discussion it was agreed that a donation should be made with a note advising that the funds were provided in the hope that the club grows and in the hope that people from Ryewood can be actively encouraged to get involved, as well as other older residents in the village.</p> <p>It was Proposed - Cllr. Lockey, Seconded - Cllr Mrs. England and Agreed (1 abstention) that a sum of £56 would be donated (the Parish Council already contributing in regards to provision of the space used).</p> <p>The Clerk informed members that she had advised the group that they would need to set up a bank account as it would not be appropriate for the Parish Council to write out a cheque to an individual. A cheque would be provided when it was clear to whom it should be made payable.</p>
Resident	<p>Poor broadband connections at Ryewood</p> <p>The Clerk had been contacted by two residents at Ryewood who had explained that despite beings sold properties equipped with a lot of modern technology it was not possible to use a great deal of because of the poor broadband. It had transpired that despite the development being for 500 homes only 100 dwellings were currently able to access fast broadband.</p> <p>The Parish Council's own experiences with exceptionally poor quality broadband also demonstrated that the need was more widespread in the village than just the new development. Cllr. Brown (SDC) had also been contacted and had been advised that there should be increased capacity in January which should cater for this shortfall. The Clerk advised that she would continue to chase BT to establish if & when fibre broadband was an option for the Pavilion.</p>

Clerk

FOR INFORMATION

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

Local Councils Update	December 2016
NALC	LCR magazine Winter 2016
CPRE	Countryside Voice Winter 2016
Kent & Medway NHS	Connected magazine Winter 2016

19. **INFORMATION PURPOSES**

None.

20. **DATE OF NEXT MEETING**

20.1 Date of next meeting

Scheduled: Tuesday January 10th 2017 at Dunton Green Pavilion

PUBLIC SESSION

None.

The meeting closed at 9.45pm.