

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 18th APRIL 2017 at 7.30pm

PUBLIC SESSION

None.

1. PRESENT / APOLOGIES

Present: Cllrs. Bayley, Mrs. England, Lockey, Mrs. Gomes-Chodynietcki, Piper, Carrol (late arrival)

Apologies: Cllrs. Hersey, Lapham

In attendance: Tracy Godden (Clerk), Kelly Webb (SDC), Tim Fox, Grant Gray and associate (Dunton Dragons FC)

The Chairman took the opportunity to inform members that at the Parish Council's Annual Meeting in May he would not be standing as either Chairman or Vice Chairman. Whilst Cllr. Bayley's three-year tenure as Chairman had been thoroughly enjoyable an anticipated work relocation would mean that he would be leaving Dunton Green in due course. Cllr. Bayley did comment that he would continue to serve as an active member of the Parish Council until that time and he encouraged other members to consider putting themselves forward at the May meeting. Cllr. Bayley was thanked by members for all of his hard work and commented that, when the time came, he would be very much missed.

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 14th March 2017 were approved as a true record. Proposed - Cllr Mrs. England Seconded - Cllr. Lockey and Agreed.

3. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

At the suggestion of the Chairman it was agreed to pull forward Item 11.4 (Dunton Dragons FC: use of football pitch proposal (further information))

11. 11.4 Dunton Dragons FC: use of football pitch proposal (further information)

Following the March meeting Dunton Dragons FC had been invited along to talk more about their proposal to set up a youth football club in Dunton Green and to make use of the recreation ground pitch facilities.

Grant Gray advised that he wanted to create a local club to allow local young people to use the facilities which would, he expected, be within walking distance of many of the club's players. He had been coaching for about 3 years and the club already had two coaches, a welfare officer and was expecting to attract more coaching staff. 30 children had signed up so far with potential for a further 40 (looking at 50-60 for the start of the season).

Mr Gray did suggest that for the younger age groups that they might consider running two pitches on the field. Initially there would be four teams across different age groups (definitely U6, U10, U12) and training was expected to start (weekday) from June. In the longer term, they would also like to look at the possibility of running a senior team.

Following some further questions and discussion members indicated that DGPC was supportive of this venture. Portacabins could be used for storage of equipment (as there was currently no requirement to use the pavilion facilities). Regarding use of the pitch the Parish Council was pleased to permit DDFC to use the pitch and would look at some reduction in the hire fee to help get the club off the ground in the first year.

It was Proposed - Cllr. Lockey, Seconded - Cllr Mrs. Gomes-Chodynietcki and Agreed that Dunton Green Parish Council would permit Dunton Dragons FC to use the pitch for its home matches and

training and would liaise further with regard to pitch hire fees and use of the portacabin.

DDFC were also invited to attend the Village Picnic on July 9th to help promote the club and provide some form of football-related activity for young people attending the picnic. Mr Gray agreed that this would be a good idea and was keen to get involved.

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

Tim Fox had submitted an application to be co-opted as a member of DGPC. Mr Fox was known to members of the Parish Council as he was already involved in volunteering at local events and activities and there followed some discussion about his interests and experiences.

It was Proposed - Cllr. Bayley, Seconded - Cllr Mrs. Gomes-Chodynietcki and Agreed that Mr Tim Fox be co-opted as a member of Dunton Green Parish Council.

The Clerk provided Cllr. Fox with documentation for completion and signature (Declaration of Acceptance of Office, Disposable Pecuniary Interest & Non-Pecuniary Interest forms and a members' dispensation form). Information was also to be provided to SDC, confirming that the Parish Council now had a membership of 9 councillors. Cllr. Fox to complete and return all forms.

TF

Cllr. Fox signed the Declaration of Acceptance of Office form, witnessed by the Clerk, and was asked to take a seat at the meeting table.

4.3 Councillor training

Councillors were again encouraged to make good use of the training available to keep them informed and up to date and to meet up with councillors from other parishes to hear how other parishes operate. The Clerk would provide Cllr. Fox, as the newest member of the team, with information about upcoming training opportunities.

Clerk

4.4 Policies

Members had been provided with a draft Training & Development Policy for DGPC which covered both staff and councillors. It was Proposed - Cllr Mrs. England, Seconded - Cllr Mrs. Gomes-Chodynietcki and Agreed that the policy should be accepted and adopted.

Clerk

4.5 Village Green - SGN / Easement

The Clerk confirmed that negotiations were still ongoing between the Parish Council's legal representative and Southern Gas Networks regarding the extent of the easement. A plan of the area SGN were requesting an easement over had been supplied and it was noted that the area was likely to increase as SGN had indicated that they were considering installation of two mains. The Clerk had asked that the area that the easement covered be queried as it was a significant portion of the village green and a well-used area at that. The Clerk would report back as & when there was any further progress on the matter.

Clerk

4.6 It was noted and agreed that the National Joint Council for Local Government Services (NJC) agreement for Clerk pay scales for implementation in 2017/18 (as first advised in April 2016) should be accepted and implemented.

Clerk

5. CLERK'S REPORT

Nothing to report not covered by agenda items.

6. 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 12 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 Report

A report had been provided ahead of the meeting which had been circulated to members and which was noted. Highlights included:

- Easy Netball - The 6-week trial has been very well supported by the community with attendance being on average between 12 and 18 people each week. In addition, the Community Development Officers are still receiving enquiries. It has therefore been agreed that we will continue the sessions on a weekly basis. Previously it was hoped that the facilitator would be signed up as a volunteer with expenses being reimbursed however due to success of the project it has been agreed that the current facilitator will be offered a casual contract by SDC.

Each week the facilitator has to lay tape down to mark out the court for the netball session to take place. Despite trying various types of tape this is proving ineffective and isn't a viable option. *The Community Development Officers would like to ask Dunton Green Parish Council if it would be possible for the netball court to be permanently painted onto the MUGA. If this is not possible could a semi-permanent court be painted on?*

It was agreed & resolved that permanent lines should be painted onto the MUGA at SDC's expense.

SDC

- Dunton Green Over 55's Social Club - The group have requested a number changes to their constitution. These changes have been made and will be signed by the group at their next meeting in May. They did not hold their April meeting as this fell over the Easter weekend.
- Street Dance - Publicity has been distributed highlighting the new age range for this session.

A question was raised by Kelly Webb with regard to supply of a set of keys for the instructor (as the Community Development Officers were still having to attend the sessions to open up and lock up. The Clerk would review the allocation of keys to see if a set could be made available (until such time as an external key safe could be installed).

- Movie Night - The Dunton Green Parish Council movie night took place on Saturday 25th March. 22 people attended and all enjoyed catching up with friends and neighbours whilst watching the new BFG. The success of this project is now dependent on volunteers helping to set up, oversee the refreshments and clear up at the end. *The next film night will be held on Saturday 20th May. Would anyone be available to pop along to help?*

Film night will be run by the Parish Council, led by Cllr. Bayley.

IB
DGPC

- Summer Holiday Activities - Following the success of the half term activities, the Community Development Officers are looking into the viability of offering tennis sessions over the summer for young people. However, there are concerns regarding the availability of the venue for pre-booked sessions. *Would it be possible for the Community Development Officers to request exclusive use of the tennis court during the session? It is proposed that the instructor or project co-ordinator could attend 30 minutes prior to the session to set up and clear the court of existing users.*

Members were not inclined to lock the court to facilitate 'exclusive' use but would be prepared for notices to be put up indicating that tennis sessions could be booked and that the court was not available for public use at the times stated. Community Development Officers to provide dates and times of proposed sessions.

Clerk
KB
YLK

- The Community Development Officers have recommended Dunton Green Primary School to the Charlton Athletics Community Trust. As a result, a free six-week programme will be offered to 60 pupils in KS2. Each week pupils will take part in a 90-minute session that involves 45 minutes in the classroom covering topics related to the body, nutrition and the importance of exercise; and 45 minutes take part in a practical session which will include

football, handball and dodgeball.

- Contact has been made with Premier Estates to establish why the publicity that is being sent to them is not being included in their residents' newsletter. This has now been resolved and the April newsletter will detail the activities currently being offered by the Community Development Officers. The next step will be to ensure that representation from across the whole community is made on these newsletters where appropriate.
- Research is taking place with regard to how better to engage with residents within Ryewood and to see if their 'New Neighbour Meetings' are still taking place.
- Sevenoaks District Council are hosting their annual Voluntary and Community 'Making it Happen' Awards 2017. There are ten categories and Dunton Green Parish Council are being asked if they have any volunteers or local businesses that they would like to nominate for an award. For more details please see www.sevenoaks.gov.uk/communityawards.

7.2 PCSO Report / Anti-Social Behaviour

There was no report available from the PCSO for this meeting. However, Kelly Webb confirmed that all reports from residents regarding ASB have been attended by the PCSO or the ASB Officer from SDC.

7.3 Youth Provision

7.3a To discuss proposals for Summer & Autumn 2017

It was noted that funding had been granted by SDC to Play Place for Westerham and Dunton Green projects. A meeting was scheduled with Play Place on 8th May to discuss and clarify plan and projects for the rest of the summer term and the autumn term. This meeting would be attended by the Clerk and the Vice Chairman.

Clerk
FE

8. FINANCE

8.1 Scope of internal audit for 2016-17.

A document detailing the scope of the internal audit had been circulated and it was resolved to agree the scope.

Clerk

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

A document detailing how the effectiveness of the system of internal audit had been reviewed had been circulated. It was Proposed - Cllr. Gomes-Chodynietcki, Seconded - Cllr Mrs. England and Agreed that the system of internal audit was effective.

Clerk

8.3 Annual review of the effectiveness of the system of internal control (Statement of Internal Control).

The Statement of Internal Control had been circulated. It was Proposed - Cllr. Lockey, Seconded - Cllr Mrs. Gomes-Chodynietcki and Agreed that the system of internal control was effective.

Clerk

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

The internal audit had been successfully completed on Wednesday 18th April. The report from the internal auditor had not yet been received however and so this item was deferred until the May meeting.

Clerk

8.5 It was noted that confirmation had been received from PKF Littlejohn (External Auditor) that the 'except for' matter on the 2015/16 Annual Return is now obsolete and last year's figures do not need to be restated as Income and Expenditure figures on the 2016/17 Annual Return. This is because of the Council falling back within the threshold for Receipts and Payments basis reporting.

8.6 The Annual Return for the Financial Year 2016/17 has been completed in conjunction with the Final Year Internal Audit. The Council is requested to approve:

8.6a Section 1 Annual Governance Statement

It was Proposed - Cllr Mrs. Gomes-Chodynietcki, Seconded - Cllr. Piper 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.

8.6b Section 2 Accounting Statement

It was Proposed - Cllr. Lockey, Seconded - Cllr. Carrol and Agreed that the Accounting Statement for 2016/17 (already signed off by the Clerk in accordance with the regulations for the Annual Return) be approved & signed.

8.7 To reappoint the internal auditor for 2017-18.

It was Proposed - Cllr. Piper, Seconded - Cllr Mrs. Gomes-Chodynietcki and Agreed that Lionel Robbins be reappointed as the Council's internal auditor for 2017/18.

Clerk

8.8 To note 2016-17 Actual Spend vs Budget analysis

Deferred to the May meeting.

Clerk

8.9 The Clerk presented the Council with a summary Bank Reconciliation to 31st March 2017, which was noted and approved (Proposed - Cllr Mrs. England, Seconded - Cllr. Piper and Agreed).

Cash in hand 01/04/2016			59,171.32
ADD			
Receipts 01/04/2016 - 31/03/2017			129,668.35
			188,839.67
SUBTRACT			
Payments 01/04/2016 - 31/03/2017			112,565.21
A: Cash in hand 31/03/2017			76,274.46
Cash in hand per Bank Statements			
Current 31/03/2017		7,292.65	
Reserve 31/03/2017		68,981.81	
			76,274.46
Less unrepresented cheques			0.00
			76,274.46
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			76,274.46

9. ACCOUNTS FOR PAYMENT

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

It was Proposed - Cllr Mrs. England, Seconded - Cllr. Lockey and Agreed that the KALC Annual Subscription be renewed for 2017-18.

Payment Details:

4528	UC 016/2017 Mr I Bayley Refreshment expenses for film night	10.46		10.46
4529	UC 017/2017 SDC Dog bin emptying Jan - Mar 2017	278.85	55.77	334.62
4530	UC 018/2017 SDC Cleaning of Mill Rd & Recreation Ground Mar '17	123.00	24.60	147.60
4531	UC 019/2017 Citizen's Advice North & West Kent Donation	50.00		50.00
4532	UC 020/2017 Pulse Cleaning Systems Ltd additional Feb cleaning	126.37	25.27	151.64
4533	UC 021/2017			

	Pulse Cleaning Systems Ltd March window cleaning	104.21	20.84	125.05
4534	UC 022/2017 The Play Inspection Company Operational safety inspection	50.00	10.00	60.00
4535	UC 023/2017 Ed Thompson APM presentation /talk	50.00		50.00
4536	UC 024/2017 Teambase Pavilion & Office supplies	158.06	31.60	189.66
4537	UC 025/2017 Streetlights repair to Pounsley Rd column (hit by car)	305.00	61.00	366.00
4538	UC 026/2017 Pulse Cleaning Systems Ltd April pavilion cleaning	462.32	92.46	554.78
4539-4540	UC 027/2017 Staff salaries & expenses (postage & travel)	2016.08		2016.08
4541	KALC CiLCA Training course (Clerk)	160.00	32.00	192.00
4542	KALC Annual Subscription 2017-18	694.52	138.90	833.42
DD	SAGE UK Ltd Payroll software (due 16/04/17)	5.00	1.00	6.00
DD	B&CE HSM Ltd (The People's Pension) (due 20/04/17)	204.75		204.75
DD	BT Telephone & Broadband - on hold			
DD	E.On (UMS elec for street lighting Mar 2017 (due 15/04/17)	253.53	50.71	304.24
DD	HMRC VAT Payment (10/05/2017)		329.78	329.78

10. PLANNING

10.1 CURRENT PLANNING It was Proposed - Cllr Mrs. England, Seconded - Cllr Mrs. Gomes-Chodynieski and Agreed to **ratify** recommendations made following Council consideration outside of a full Council meeting (as a result of deadlines for response).

10.1a	
Application Number:	17/00735/HOUSE
Location:	20 Lennard Road
Development:	Demolition of existing garage to facilitate the erection of a two storey side extension, single storey conservatory and extension of the front porch
Recommendation:	No comment

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

10.2a	
Application Number:	17/01050/FUL
Location:	Former Jessups Quarry North Downs Business Park Limepit Lane
Development:	Single storey office building and associated parking spaces
Recommendation:	No comment other than to advise that DGPC would be sympathetic to any neighbouring business comments. Proposed - Cllr Mrs. England, Seconded - Cllr Mrs. Gomes-Chodynieski and Agreed
10.2b	
Application Number:	17/01049/FUL
Location:	Chalkers Cottage Limepit Lane
Development:	Single storey extension to Chalker's Cottage to provide a toilet facility for outdoor workers and a caretaker store
Recommendation:	No comment other than to advise that DGPC would be sympathetic to any neighbouring business comments. Proposed - Cllr Mrs. England, Seconded - Cllr. Carrol and Agreed

Clerk

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

10.3a	GRANT OF PLANNING PERMISSION
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Application Number:	17/00232/HOUSE
Location:	Trenley 68 London Road
Development:	Proposed front dormer window. Removal of chimney. Pitched roof to existing rear dormer. Additional velux window on the left flank at first floor level.
Grant:	Subject to conditions
10.3b	GRANT OF PLANNING PERMISSION
Application Number:	17/00339/HOUSE
Location:	23 London Road
Development:	Erection of single storey rear extension.
Grant:	Subject to conditions
10.3c	INFORMATION ONLY: Tree work
Application Number:	17/00899/WTPO
Location:	211 London Road
Development:	T1 Poplar - Re-pollard
10.3d	INFORMATION ONLY: Tree work
Application Number:	17/00991/WTPO
Location:	Prices Wood Pounsley Road
Development:	Fell a White Poplar tree (T4 on Site Plan) and an Ash tree (T6 on Site Plan)
10.3e	GRANTED
Application Number:	17/00293/FUL
Location:	24 Hillfield Road
Development:	Demolition of shed. Erection of a 2 bedroom dwelling.

10.4 Land adjacent to 15 Mill Road

It was noted that construction had started at this site. There had been some confusion regarding planning permission for the site, an application submitted in October 2016 having subsequently been withdrawn with no replacement application. It was clarified that there was extant planning permission for the site which was due to lapse and it seemed that construction had commenced just in time to keep the consent alive.

11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

11.1 Pavilion

- a) WKCS S106 Community Facilities Fund: DGPC Recreation Ground Project
No updates available.

11.2 Recreation Ground

- a) It was noted the latest Play Inspection Company Operational Report (play equipment) had been received (a copy had been provided to members by email) and that some of the minor works had been included on a list of maintenance jobs to be completed in due course.
- b) Lighting Project
Members had been provided with details of a quotation originally issued in 2016. The Clerk advised that in order to progress this project it was important firstly to agree the specification so that quotes could be obtained and to facilitate applications for additional funding. It was Proposed - Cllr. Lockey, Seconded - Cllr Mrs. England and Agreed that the specification outlined in the original quotation (6 posts around the MUGA) was to be the base specification for sourcing additional quotations.

11.3 Grounds Maintenance

It was noted that there had been one resident complaint about a tree and its pollen on the small open space and request to have this pruned. It was noted that the tree in question was healthy and had been well cut back last year.

11.4 Dunton Dragons FC: use of football pitch proposal (further information)

Grant Gray attended the meeting at the invitation of the Parish Council to explain further his aspirations for a youth football club in Dunton Green and how the Parish Council might assist with this endeavour, as detailed after Item 3 above.

Clerk

12. ALLOTMENTS

Nothing to report.

13. FOOTPATHS (Public Rights of Way)

Nothing to report.

14. HIGHWAYS AND TRANSPORT

It was noted that KCC had commenced another pothole blitz campaign and that Star Hill had been resurfaced which was much welcomed.

It was also noted that London Road was scheduled to be closed between the Mill Road and Milton Road junctions on the evening of 25th April to facilitate utilities works. A lengthy diversion would be in place at this time.

15. LIGHTING

It was noted that where old KCC street lighting columns had been removed at the top of the village (Morants Court Road) that a lot of mess had been left and any part posts that had been left were leaning badly. Clerk to contact the KCC Highways Steward to request that he investigate and follow up with KCC.

Clerk

16. EVENTS / ACTIVITIES

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

a) Litter pick Sunday 19th March - feedback

Th litter pick had been reasonably well attended and approximately 16 bags of litter had been collected from around the village. The Parish Council had not borrowed SDC's litter pick kit as it had for previous events (which not warranted the extra equipment). However, all DGPC's picks had been used and fortunately several people had attended with their own. The Clerk would look at the purchase of some additional picks for DGPC.

Clerk

A question had been asked about whether dog fouling on the Rose Garden had been reported as an issue as people had been observed with their dogs on the Rose Garden. This hadn't been reported.

b) Annual Parish Meeting (APM) Wednesday 22nd March - feedback

The APM had been poorly attended once again which was very disappointing. The presentation on Wildernesse School had been extremely interesting and those that had attended had given very positive feedback.

c) Events Working Group

i. Events from April 2017:

a. General feedback following a meeting of the working group

The working group had met and had come up with further suggestions for more music at various events.

Clerk

b. Village Picnic: Sunday 9th July

A band had been booked, as had a face painter and Dunton Dragons FC would also be coming along, as would the Faithworks Team to run games and activities.

c. Photographic competition: Saturday 30th September (Exhibition)

a. Dates for entry submissions

It was agreed that photographs must be submitted in electronic format by the end of the 1st week of the Autumn school term (so Friday 8th September). The theme for the competition needed to be agreed. Clerk to book out the pavilion for the full day to allow for set up of the exhibition and preparations for the Firework event.

Clerk

d. Fireworks: Saturday 30th September 7.15/7.30pm

Pyrovision had been booked for the event and it was planned for refreshments to be provided (likely to be along the lines of burgers).

e. Remembrance Sunday: 12th November

The proposal was to make more of this annual event. The service would take place as usual followed by a talk and Q&A session from Mike Brown author of a new book looking at the First World War home front. Refreshments would also be provided. This would take place at the village hall (to be booked).

Clerk

f. Carols around the Christmas Tree: Monday 18th December at 7pm

No great changes were expected to the event other than perhaps introduction of some more 'Christmassy' songs (rather than all carols).

g. Film Nights

The family audience film nights to date had proved popular and were growing in popularity. It was felt that some 'date night' style film nights could also be offered to allow parents a night out without their children and anyone wanting to see a film not restricted to younger audiences. It was thought that this could be arranged for June (date TBC)

PL

16.2 Other events

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

Noted. This was being led by SDC and Imago.

17. **COMMUNICATION**

17.1 Newsletter

The next copy deadline is 1st May.

17.2 Website / Media / Technology

After almost two years of waiting capacity had finally been made available to permit the upgrading of the broadband connection at the pavilion to fibre broadband. The improvement was already being felt with significantly increased speeds. This improved performance would then allow the upgrading of the rest of the IT infrastructure to support the office and the public access network in the pavilion that had originally been intended.

A quotation for the installation of a server at the office to support the Parish Council's IT infrastructure had been received. The use of a server would enable the Parish Council's office network to be much more secure and would enable the Guest Wi-Fi network to be bandwidth limited if required. It was Proposed - Cllr Mrs. England, Seconded - Cllr. Carrol and Agreed that the quote of £800 for the supply, commissioning, installation and setup of a server be accepted on the proviso that some form of warranty be provided for the hardware (which was not indicated in the original quotation). Clerk to follow up with the provider.

Clerk

18. **CORRESPONDENCE
FOR DECISION / ACTION**

None.

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

School PTA	Request to use DGPC gazebo for Summer Fayre It was agreed that the PTA could borrow the gazebo. Clerk to make arrangements.
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Clerk

FOR INFORMATION

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

Kent Voice (CPRE)	Spring/Summer 2017
LCR	Spring 2017
Local Councils Update	April 2017
Countryside Voice (CPRE)	Spring 2017
KSS Air Ambulance	Letter of thanks
Kent Voice (CPRE)	Spring/Summer 2017

19. **INFORMATION PURPOSES**

Nothing to report.

20. **DATE OF NEXT MEETING**

20.1 Date of next meeting

Scheduled: Tuesday May 9th 2017 at Dunton Green Pavilion

PUBLIC SESSION

None.

The meeting closed at 9.47pm.