

DUNTON GREEN PARISH COUNCIL

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

PUBLIC SESSION

None.

1. PRESENT / APOLOGIES

Present: Cllrs Mrs. England, Hersey, Miss Guy, Tingley, Piper, Lockety, Mrs. Gomes-Chodynietcki, Mrs. Monks, Carrol

Apologies: Cllrs. Bayley, Lapham, Parry (KCC)

In attendance: Tracy Godden (Clerk), Kelly Webb (SDC)

In the absence of the Chairman (Cllr. Bayley), the Vice Chairman (Cllr Mrs. England) chaired the meeting.

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 14th June 2016 were approved as a true record.

Proposed - Cllr Mrs. Gomes-Chodynietcki, Seconded - Cllr. Lockety and Agreed.

3. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

4. 4.1 Member Dispensations & Non Pecuniary Interests: Requests for dispensations to be submitted to the Clerk for approval.

None.

4.2 Committees

4.2a Pavilion Committee Minutes 21st June 2016

4.2ai Matters Arising (including quotes for blinds, IT update)

Blinds

It was Proposed - Cllr. Lockety, Seconded Cllr Mrs. Gomes- Chodynietcki that the quote from Abacus Blinds of £2140 plus VAT for the installation of blinds in the office, the Main Hall & Room 1 be accepted.

Clerk

IT

The Clerk confirmed that an audit of the equipment & infrastructure had been carried out and it had been concluded that everything within the building was working as it should be. The real issue was the speed of the broadband and unless this could be improved significantly other suggested improvements could not be implemented. The Clerk advised that various options had been suggested; BT had confirmed (again) that there is no space in its cabinet for fibre broadband to be installed and they could not give any indication as to when they would increase the capacity. A dedicated line could be installed but this was cost prohibitive (something in the order of £200 per month) and a 4G system had been suggested as well but there were issues inside the building with signals being blocked which effectively ruled that out as an option. Akita had eventually found a supplier that could provide a faster line, unlimited calls & broadband for £55 per month which was comparable to the charges from BT.

It was Proposed - Cllr. Lockety, Seconded - Cllr Miss. Guy and Agreed that the Clerk should instruct Akita IT to move forward with the change of broadband supplier as soon as possible.

Clerk

As soon as the broadband improvements had been made the Council would revisit improvement options for IT including support, use of cloud back up, synchronisation of equipment and so on.

4.2b Community Amenities Committee

Cllr Mrs. Gomes-Chodynietcki agreed to join this committee (increasing the number of members to five). The first meeting of the committee was scheduled for 19th July.

4.3 Councillor Training

Cllr Mrs. Gomes-Chodynietcki had attended a planning training workshop organised by Edenbridge Town Council which had been very interesting & informative. A follow up session was anticipated to cover elements not covered at the original session. Cllr Mrs. Gomes-Chodynietcki encouraged other councillors to attend if they were available.

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.

None.

7. COMMUNITY DEVELOPMENT & SAFETY

7.1 Community Development Officers

7.1a Report

A report had been provided by Kelly Webb. Kelly highlighted a number of key areas including the new Health Walk initiative that had recently been introduced. Numbers were increasing and different people were coming along. Kelly confirmed that Kathryn & Yulia would be coordinating these walks through to September at which point it was hoped that there would be some volunteers to undertake some training who would then take the lead on these walks. Kelly also mentioned that there were efforts being made to obtain some match funding for the cheerleading to run from September. Many of the parents of young people who had attended the sessions this year had indicated that they would be prepared to pay for their children to attend sessions going forward which was encouraging. Yulia was also looking into the possibility of running mums and daughters netball in Dunton Green.

7.2 PCSO

There was no formal report from the PCSO but there had been one or two incidents in the village of late including a hit & run accident on London Road and the discovery of a body in woods on the outskirts of the village. It was also noted that cards & wallets found in Station Approach recently appeared to have been the proceeds of muggings and card thefts in the Tunbridge Wells and Tonbridge areas.

7.3 Anti-Social Behaviour

There continued to be an issue with offensive graffiti on the tunnel to the station at the end of the footpath from the recreation ground. Photographs were being taken of the graffiti before it was removed. Removal was promptly being undertaken by various agencies (DGPC, the PCSO and SDC).

7.4 Youth Provision

7.4a West Kent Extra (WKE) 8-12s Project

Kelly Webb confirmed that this was a successful project already being run across the district. There are two types of club that the project runs: a 'normal' youth club and a 'nurturing' club, the latter being proposed for Dunton Green. West Kent Extra had checked with the school to check the number of potential referrals and WKE would ideally like to start in September.

The Clerk confirmed that she was liaising with Play Place who were likely to running some form of youth project on Mondays to confirm that it would be acceptable for there to be a half hour cross over between the two sessions (clear up for WKE & set up for Play Place). It was not expected to be an issue but the Clerk would confirm as soon as she had heard.

7.4b Play Place summary of latest project and provision from September

A report had been submitted by Play Place in regard to the most recent project which had been very well attended and received. It was very encouraging that the two projects that Play Place had led this year had been so positive.

There would be discussions with Chris Hennis on his return from holiday with regard to options for a project to run from September although it was acknowledged that they would

Clerk

need to source funding as the Parish Council would be unable to financially support projects fully going forward. Clerk to arrange meeting.

Clerk

7.5 Community Speedwatch

Cllr Mrs. England confirmed that Knockholt's speedwatch equipment was not working but that it was being assessed and would be repaired. There would be a call for further volunteers to become part of a group to operate Speedwatch in the village but there would be nothing happening before September earliest.

FE

8. FINANCE

8.1 The Clerk presented the Council with a summary Bank Reconciliation to 1st July 2016, which was noted and approved (Proposed - Cllr. Tingley, Seconded - Cllr. Carrol and Agreed).

Cash in hand 01/04/2016			59,171.32
ADD			
Receipts 01/04/2016 - 01/07/2016			60,527.25
			119,698.57
SUBTRACT			
Payments 01/04/2016 - 01/07/2016			26,939.04
A: Cash in hand 01/07/2016			92,759.53
Cash in hand per Bank Statements			
Current 01/07/2016		14,382.78	
Reserve 01/07/2016		78,964.75	
			93,347.53
Less unrepresented cheques			
4357: Kick Kent sports course	360.00		
4366: Football club refund	120.00		
4378: Subscription	108.00		588.00
			92,759.53
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			92,759.53

9. ACCOUNTS FOR PAYMENT

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

Payment Details:

Cheque No.	Details	Sub	VAT	Total
DD	B&CE HSM Ltd (The People's Pension) (paid 15/06/16)	194.37		194.37
DD	SAGE UK Ltd Payroll software (paid 16/06/16)	4.00	0.80	4.80
DD	BT Telephone & Broadband (paid 008/06/16)	48.68	9.73	58.41
DD	E.On (UMS elec for street lighting May 2016/paid 22/06/16)	253.53	50.71	304.24
DD	E.On Gas (pavilion May Jun paid 06/07/16)	88.11	4.41	92.82
DD	E.On Electricity (pavilion May Jun paid 06/07/16)	164.81	32.96	197.77
DD	BT Telephone & Broadband (09/07/16)	50.27	10.05	60.32

4380	AKITA Systems Ltd IT infrastructure review	375.00	75.00	450.00
4381	M&C Electrical Contractors Ltd Light bulb & smoke detector maintenance	79.98	16.00	95.98
4382	SDC Cleaning of Mill Rd & Recreation Ground June 2016	123.00	24.60	147.60
4383	Teambase Pavilion & Office supplies	125.33	25.06	150.39
4384	SDC Dog bin emptying Apr-Jun 2016	278.85	55.77	334.62
4385	Mrs A Gomes-Chodynietki Travel expenses (training)	9.00		9.00
4386	Pulse Cleaning Systems Ltd July pavilion cleaning	295.92	59.18	355.10
4387 - 4388	Staff salaries & expenses July 2016	1947.14		1947.14
4389	Mrs C Wickenden Refund (damage deposit)	200.00		200.00
4390	SDC Saturday Freighter Hire (11/06/16)	78.75	15.75	94.50
4391	J Saunders The Kentish Gardener Flower bed maintenance	325.00		325.00
DD	B&CE HSM Ltd (The People's Pension) (due 13/07/16)	183.71		183.71
DD	SAGE UK Ltd Payroll software (due 16/07/16)	4.00	0.80	4.80
DD	E.On (UMS elec for street lighting June2016 / pay 22/07/16)	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/16/01743/HOUSE
Location:	2 Barretts Road
Development:	Demolition of existing rear ground floor extension. Erection of a single storey rear extension and first floor dormer window.
Recommendation:	Support Proposed - Cllr. Hersey, Seconded - Cllr Mrs. Gomes-Chodynietki and Agreed
10.1b	
Application Number:	SE/16/01849/FUL
Location:	Donnington Manor Hotel London Road
Development:	The erection of replacement 1.8m fencing around the North Western, North Eastern and South Western boundaries and the provision of hedgerow planting. The erection of five replacement floodlight columns and the installation of fence mounted lighting units.
Recommendation:	Support Proposed - Cllr. Tingley, Seconded - Cllr. Lockey and Agreed
10.1c	
Application Number:	SE/16/01655/FUL
Location:	Unit E Ryedale Court Riverhead
Development:	Demolition of existing office building Block E and proposed development of 23 new build residential apartments and offices, with associated undercroft and surface parking, cycle park facilities, bin storage & landscaping and access gates.
Recommendation:	This was an application affecting an adjoining parish. However, following some discussion about the potential impact of the application it was concluded that the impact was unlikely to be any more significant than previous uses of the site and therefore no comments were warranted.
10.1d	
Application Number:	SE/16/01957/HOUSE
Location:	35 London Road
Development:	Demolition of existing single storey rear extension. Erection of a single storey rear extension.
Recommendation:	Support

Clerk

Clerk

	Proposed - Cllr. Lockey, Seconded - Cllr Mrs. Gomes-Chodynietcki and Agreed
10.1e	
Application Number:	SE/16/00954/MMA
Location:	Former West Kent Cold Store Rye Lane
Development:	Minor material amendment to application SE/15/03741/MMA relating to the redevelopment of the site comprising of 500 residential units, 2300sqm of commercial floorspace and a 460 sqm medical facility together with associated access roads, car parking, landscaping and open space. Proposed amendments to show design and layout changes to Phase 7B. This is an amended parish consultation: revisions to layout and design, including plots 349, 350, 373 and 374.
Recommendation:	No Comment It was resolved not to comment on the amended layouts & design.

10.2 PLANNING NOTIFICATIONS To resolve to note the decisions from SDC or the Planning Inspectorate.

10.2a	REFUSAL OF PLANNING PERMISSION
Application Number:	SE/16/00979/FUL
Location:	Dunton Green Free Church Station Road
Development:	Demolition of existing disused D1 Church building on the site and erection of 4nos. C3 semi-detached houses and 1no. C3 detached house with 5 secure and covered cycle stores, 5 secure and covered refuse storage and 8 car parking bays with electric charging points along a mews.
10.2b	GRANT OF PLANNING PERMISSION
Application Number:	SE/16/01223/HOUSE
Location:	10 Ryewood Cottages Rye Lane
Development:	Erection of single storey outbuilding.

10.3 Lawful Development Certificate request for Ryewood (SE/16/01561/LDCPR RYEWOOD).

An application for a Lawful Development Certificate had been received by Sevenoaks District Council. As a result of concerns that access to the wood would be restricted to Ryewood residents only it was agreed between meetings that the Clerk should write to SDC asking that consideration be given to these concerns. It was unlikely that this would have any impact on the decision but the Parish Council did believe that it was important to register the concerns with SDC and Berkeley Homes.

11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

11.1 Pavilion

- WKCS S106 Community Facilities Fund: DGPC Recreation Ground Project
To receive a progress update to include snagging list: no progress top report since the last meeting
- General
It was noted that a quote for the installation of an outside tap had been accepted by the Clerk on behalf of the Council for £210 plus VAT. It would be installed within the next few weeks.

11.2 Recreation Ground

A quotation had been received from The Play Inspection Company for the renewal of the inspection programme for the recreation ground play equipment (inclusive of an annual inspection and three operational inspections). It was Proposed - Cllr. Tingley, Seconded - Cllr. Piper and Agreed that the quotation for £205 plus VAT be accepted (the current level of reporting being very good).

Clerk

11.3 Grounds Maintenance

- Comments / feedback
It was noted that first visit by the gardener to the flower beds had now been completed and that a follow up visit was due imminently. Additional roses had been planted at the rose garden (surplus stock, provided at nil costs).

The Clerk was asked to remind the grounds maintenance contractor that he was expected to trim around the flower beds and not just mow up to them as this did not tidy the area adequately.

11.4 General Projects / Updates

A quotation for the installation of the defibrillator on the shopping parade had been received. It was Proposed - Cllr. Lockey, Seconded - Cllr Miss. Guy and Agreed that the quotation for £209.40 plus VAT be accepted.

Clerk

It was necessary to have a pole removed from the parade as this obstructed the location that the defibrillator was to be put in. The Clerk had contacted KCC about this.

12. ALLOTMENTS

Nothing to report.

13. FOOTPATHS (Public Rights of Way)

Nothing to report.

14. HIGHWAYS AND TRANSPORT

It was noted that potholes at the Pounsley Road junction had now been dealt with.

There was also an observation that on the verges at the northern end of the village KCC appeared to have trimmed around certain weeds for no apparent reason rather than blanket cut the whole area. The Clerk was asked to contact KCC about this.

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. Fireworks Saturday 17th September

Anyone who was able to help out on the day (albeit only for a short period and not the duration of the event) was advised that set up would be starting from 3pm. The Clerk would establish the estimated time of arrival of the fireworks company (although she believed this was likely to be from as early as 1pm based on last year's event). The beacon would be lit at about 8.15pm and the display would commence at about 8.30pm.

Clerk

There was still work to do in terms of the theme of the event. The working group would almost certainly meet again to discuss the day and other events.

Group

ii. Photographic Exhibition Sunday 16th October

There was no additional information for the meeting but there would be a need to have details available for the next newsletter (deadline for copy being 1st August).

IB PL

iii. Remembrance Day Service Sunday 13th November

To be organised after the summer holidays.

iv. Carols Around the Christmas Tree

The dates was confirmed as Monday 19th December and delivery of the tree was required for Saturday 3rd December. The Clerk was asked to contact Newlands Nursery to establish whether or not they might have a tree available this year.

Clerk

v. Parish Reception: determine if this is to be held in 2016/17

Decision deferred to the September meeting.

Clerk

vi. Other

No other events were currently planned.

16.2 Other events

None.

17. COMMUNICATION

17.1 Newsletter

Advertising rates had been issued to numerous businesses via the Business Forum and the Clerk had circulated rates to members. To date there had been no take up in regards to advertising in the newsletter. The copy deadline for the next newsletter was 1st August. Due to holidays it was going to be necessary to ensure that the newsletter was completed no later than 12th August.

As Cllr Miss. Guy was the youngest member of the council and would shortly be off to university she was asked if she might like to write a short article about her experiences for the newsletter which she indicated she would.

JG

Any other articles or information that councillors might be prepared to submit would also be very gratefully received.

ALL

Deliveries were likely to be required at the end of August/beginning of September (in good tie for the firework event).

17.2 Website / Media / Technology

17.2a Website charges cancelled

It was noted that further to the last meeting when members were advised that KCC would be introducing charges for the EIS supported websites that the introduction of charges was now being withdrawn by KCC.

18. CORRESPONDENCE
FOR DECISION / ACTION

KCC	Consultation - Active Travel Strategy (deadline 13/07/16) Noted.
NALC / KALC	Consultation on New Governance Arrangements : Transfer of Functions from the Public Works Loan Board Deadline 25/07 and 03/08 No feedback to be submitted.
HMRC	Consultation on reform of off-payroll roles for personal services companies working for a public sector engager. Consultation closes 18 th August. Noted.

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

Victim Support	Donation Request It was Proposed - Cllr. Lockey, Seconded - Cllr Miss. Guy and Agreed that a donation of £50 should be made to this organisation.
Faithworks	BBQ & use of pavilion Permission had already been granted for this organised BBQ in the recreation ground (on the grounds that it was made clear that personal use of BBQs should be discouraged). A request had subsequently been made with regard to use of the pavilion (for toilets & kitchen use by the organisers or in the event of rain). It was agreed that unless the pavilion was booked by Faithworks permission could not be granted. If there were no bookings nearer the time of the event and subject to Faithworks paying their usual rate for the hire of the pavilion this could be reconsidered.

Clerk

Clerk

FOR INFORMATION

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

Local Councils Update	July 2016
NALC	LCR Summer 2016
Clerks & Councils Direct	July 2016
Kent Trust for Youth Sport	Sports Grants for constituted sports clubs (non-commercial) and voluntary organisations / Excellence Awards for individuals

19. **INFORMATION PURPOSES**

Nothing to report.

20. **DATE OF NEXT MEETING**

20.1 Date of next meeting

Scheduled: Tuesday September 13th 2016 at Dunton Green Pavilion

PUBLIC SESSION

None.

The meeting closed at 8.55pm.