

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 12th DECEMBER 2017 at 7.30pm

PUBLIC SESSION

None.

1. PRESENT / APOLOGIES

Present: Cllrs. Mrs. England, Hersey, Mrs. Gomes-Chodynieski, Fox, Lockett, Lapham, Miss Norton

Apologies: Cllr. Chard (KCC)

In attendance: Tracy Godden (Clerk), PCSO Amy Hardy, two members of the public (Pounsley Road residents)

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 14th November 2017 were approved as a true record.

Proposed - Cllr. Fox, Seconded - Cllr Mrs. Gomes-Chodynieski and Agreed.

The minutes of the Finance & General Purposes Committee meeting held on Thursday 30th November 2017 were approved as a true record. Proposed - Cllr. Hersey, Seconded - Cllr Mrs. Gomes-Chodynieski 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.

Dispensation form for the discussion of budget & precept setting from Cllr Miss. Norton. Approved by the Clerk.

4.2 Councillor vacancies / Co-option

No further enquiries. Three vacancies still exist.

4.3 Councillor training

The KALC list of training opportunities for the beginning of 2018 had been distributed to members by the Clerk.

4.4 General Data Protection Regulations (GDPR)

The Clerk & Chairman would be attending training in January. The Clerk was asked to forward details to Cllr. Hersey who was also interested in attending one of the planned sessions.

Clerk

5. DGPC REPRESENTATIVES - EXTERNAL BODIES

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

Cllrs Mrs. England and Hersey had both attended the recent KALC Sevenoaks Area Committee and the KALC AGM. Chief Inspector Dyer had attended the Committee meeting and had outlined the issues faced by local police. At the KALC AGM there had been a motion regarding the introduction of 20mph zones but the motion had been too vague and both councillors were unable to support it without further information.

5.2 Meetings due to be attended

Meeting dates for 2018 were to be advised.

6. CLERK'S REPORT

The Clerk confirmed that the legal documentation in relation to the easement negotiated with SGN for the village green had been completed.

The Clerk had also provided members with a hard copy of the inspections rota and the articles rota and asked that members make a note in their diaries of dates allocated to them. Cllr. Fox

volunteered to take any councillors less familiar with the areas for inspection on a tour of the sites. Cllr. Fox also offered to undertake more inspections if required. TF

7. **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 6 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 10 below.
8. **COMMUNITY DEVELOPMENT & SAFETY**
 - 8.1 Community Development Officers Report
The report had only been provided on the day of the meeting and hard copies were shared with members.
Easy Netball
These sessions are continuing to be well attended despite the darker and colder evenings. It has been agreed that we will delay the line painting until the Spring. The sessions will recommence on Wednesday 10th of January 2018.
Street Dance
These sessions have now ceased for Christmas and will recommence on 10th of January 2018. Due to a request from the participants we will review the current format for the sessions and payment plans. We are looking to increase the duration of the sessions to 1.5 hours and also increase number of sessions per term. The first draft of the new poster has been designed and will be finalised for release in January.
Tai Chi
Community Development officers were successful with KCC small funds application and were awarded £105 for publicity of the project. A meeting took place with a new instructor in order to progress with project from early January 2018, unfortunately he has now pulled out. We are looking for new instructor to progress with the project.
Christmas Event
This event went well, it was widely attended by both Dunton Green and wider community. Both the school and PTA were both very pleased with the event as PTA stalls had made a significant profit on the day. School had an opportunity to welcome some potential future parents, wider community supporters including district councillors and District Chairman. The Ice rink activity was very popular on the day, with 3 out of 7 sessions being completely sold out with provisional figures indicating that 210 attended the activity on the day.
Village Quiz
A mock-up of the quiz has been drafted using an OS map which has been sent together with terms and conditions and supporting documents to the SDC Print Room for the design to be put together. It has been agreed that the Community Development Officers will design the document and DGPC will print it. Community Development officers will assist the Parish Council to deliver the quiz personally to Ryewood residents when the project will be launched in January 2018. Prizes will be sought, and the winner will be announced at the Annual Parish Meeting next March.

The Chairman added that the extension of the contracts for the Community Development Workers had been formally agreed and confirmed.

8.2 Anti-Social Behaviour

8.2a Crime Prevention & Safety Conference Feedback

This was attended by both the Chairman and the Clerk. It had been a very interesting and worthwhile conference and a lot of information had been gathered for sharing via the newsletter.

8.2b Reported crime increase analysis

The Chairman had analysed statistics since September when the new system of having two PCSOs had been introduced. For Dunton Green there was a concerning upward trend in the amount of crime in Dunton Green. It was notable that people were, after a great deal of encouragement, reporting crime in the village but nonetheless concerning that there was a significant increase in Dunton Green.

8.2c PCSO Report & ASB - general update & feedback

PCSO Hardy confirmed that crime has increased but agreed that it was good that people were reporting crime as this then gave the PCSOs the evidence to push for more resources in the area to tackle the issues. However, there was some good news to report regarding the identification of two youths in connection with some of the ASB. The CCTV at the recreation ground had proved extremely helpful in this regard. These young people had been visited by the two PCSOs initially. However, having continued to cause issues around the village, PCSO Hardy had visited them with the ASB Officer from SDC (Lorraine Silvester). An Acceptable Behaviour Agreement (ABA) has been introduced for one of them. The aim is to work with the young people to try to prevent them getting a criminal record. This will require their cooperation and matters can be escalated if this does not turn out to be a successful solution. As well as ASB, there has been a spate of burglaries around the allotments and vehicle damage in Station Approach. It was also noted that the PCSOs had stopped a rogue moped and had served a Section 59 (for the style and manner of driving).

The PCSO was informed that there is an increase in the amount of litter and cans by the underpass and there are still silver cannisters being found at Longford Meadow.

PCSO Hardy was thanked for attending the meeting.

PCSO Hardy leaves.

8.3 Youth Provision

8.3a Kick Kent

Kick Kent will continue after Christmas with third party funding to the February half term. DGPC to consider funding from March onwards in February.

Clerk

8.3b Play Place

The Chairman and the Clerk met with Chris Hennis to discuss plans from January onwards now that Play Place has secured Sports for All funding for Dunton Green and Westerham projects. It was disappointing that there seemed to be no detailed project brief and that the Chairman and Clerk had to suggest areas that might be covered. The main focus of the grant bid had been the sourcing of volunteers who would receive training and accreditation in 'Youth Work'; there seemed less focus on the actual activities that the young people would be engaged in. It was notable that numbers attending the youth club had dropped since September. This coincided with there no longer being a specific point of focus; sessions earlier in 2017 were much more popular but there had been a clear advertised programme then. The funding was likely to cover Dunton Green until the summer holidays. In the meantime, the Parish Council would monitor the attendance levels and popularity of the programmes offered in 2018 whilst looking at alternative options for later in 2018.

Clerk

9. FINANCE

9.1 The bank reconciliation to the 1st December 2017 was accepted. The Chairman confirmed that she had verified the bank balances stated on the 01/12/2017 reconciliation against the bank statements.

Cash in hand 01/04/2017			76,274.46
ADD			
Receipts 01/04/2017 - 01/12/2017			150,428.69
			226,703.15
SUBTRACT			
Payments 01/04/2017 - 01/12/2017			86,533.88
A: Cash in hand 01/12/2017			140,169.27
Cash in hand per Bank Statements			
Current 01/12/2017		33,670.13	
Reserve 01/12/2017		108,291.24	
			141,961.37

Less unrepresented cheques			
4653: Wreath donation	50.00		
4649: Donation	50.00		
4665: Expenses	33.48		
4666: Grounds Maintenance	801.00		
4667: Litter bins	85.00		
4668: Newsletter printing	545.00		
4669: Pavilion supplies	166.60		
4670: Office supplies	61.02		1,792.10
			140,169.27
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			140,169.27

9.2 To consider the Finance & GP Committee's recommendation that the budget reviewed at its most recent meeting be approved and accepted.

Following some discussion, it was Proposed - Cllr. Hersey, Seconded - Cllr Mrs. Gomes-Chodynietcki and Agreed that the Budget for 2018/19 be accepted.

Clerk

9.3 Precept 2018-19

Having deliberated the matter, it was Proposed - Cllr. Lapham, Seconded - Cllr. Hersey and Agreed that a Precept of £119,000 should be requested from SDC. This is the equivalent of a 3% increase for a Band D household (£2.93 in real terms per annum).

Clerk

It was also agreed that the Parish Council would request the same payment terms as in previous years (50% at the end of April 2018 and 50% at the end of September 2018).

Clerk

10. ACCOUNTS FOR PAYMENT

10.1 It was Proposed - Cllr. Hersey, Seconded - Cllr Miss. Norton and Agreed to approve for payment a list of cheques (with supporting documentation) as detailed below.

Clerk

Payment Details:

4665	UC 069/2017 Mr T Fox expenses (repairs to goalposts)	33.48		33.48
4666	UC 070/2017 Alan J Davies Grounds Maintenance Sept & Oct	801.00		801.00
4667	UC 071/2017 T Jones (Brookwood Property Services) Installation of litter bins REPLACEMENT CHEQUE (replaces 4634, lost)	85.00		85.00
4668	UC 072/2017 Sally Jolly (Welcome Printing) Printing of DG News	545.00	0.00	545.00
4669	UC 073/2017 Teambase Pavilion supplies	138.84	27.76	166.60
4670 Last cheque in book	UC 074/2017 Teambase Office supplies	50.85	10.17	61.02
4671 First cheque in book	Ambiance Services Ltd (formerly Pulse Cleaning Systems Ltd) November pavilion cleaning	734.68	122.45	734.68
4672	Shield Total Insurance Allotment Public Liability Premium for 2018	62.00		62.00
4673	SLCC Clerk's membership (2018) subscription	208.00		208.00
4674	Carrington Electrical Ltd Sports Lights at Rec Ground	19120.00	3824.00	22944.00
4675	Express Keys & Lock Services Repair works on doors	200.00	40.00	240.00
4676	RBL Poppy Appeal Rainbows Wreath contribution (received in cash)	18.50		18.50
4677	Mrs F England Travel Expenses (Crime conference)	13.05		13.05

4678 - 4679	Staff salaries & expenses December 2017	1971.30		1971.30
DD	E.On Electricity (pavilion Oct/Nov paid 01/12/17)	156.50	31.30	187.80
DD	E.On Gas (pavilion Oct/Nov paid 01/12/17)	112.78	5.64	118.42
DD	BT Telephone & Broadband Nov 17 due 09/12/17	73.32	14.66	87.98
DD	SAGE UK Ltd Payroll software (due 16/12/17)	6.00	1.20	7.20
DD	B&CE HSM Ltd (The People's Pension) (due 15/12/17)	209.71		209.71
DD	E.On (UMS elec for street lighting Nov 2017 (due 15/12/17)	281.38	56.28	337.66
DD	HMRC PAYE Tax & NI QTR 3 2017/18 (due 31/12/17)	2548.21		2548.21
DD	E.On Electricity (pavilion Nov/Dec due TBC)	TBC		
DD	E.On Gas (pavilion Nov/Dec due TBC)	TBC		
DD	SE Water (for SE Water & Thames Water) Water charges (pavilion May to Nov 2017 due 01/01/18)	289.55		289.55

11. PLANNING

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

11.1a	
Application Number:	17/03625/HOUSE
Location:	211 London Road
Development:	Erection of an orangery to the rear
Recommendation:	Support Proposed - Cllr. Lockey, Seconded - Cllr. Lapham and Agreed
11.1b	
Application Number:	17/03371/HOUSE
Location:	3 Plummers Croft
Development:	Erection of a single storey rear extension with rooflight
Recommendation:	Support Proposed - Cllr. Lockey, Seconded - Cllr Miss. Norton and Agreed
11.1c	
Application Number:	17/03609/FUL
Location:	Former West Kent Cold Store Rye Lane
Development:	Erection of 35 apartments, including the provision of affordable homes, together with access, parking and landscaping
Recommendation:	Comments only Proposed - Cllr Mrs. England, Seconded - Cllr. Carrol and Agreed <i>Having deliberated, the Parish Council can neither support nor object to the application but wishes to make comments about concerns that it has in two key areas: the ratio of affordable housing across the full Ryewood development and parking across the development.</i> <i>This proposal does incorporate 40% affordable housing. Whilst this is commendable, the Parish Council would have liked to have seen a much higher proportion in this application to go some way to redressing the reduced allocation (20%) of affordable housing that was negotiated for the rest of the development on the grounds that it was uneconomic to provide 40% across the development. When the District is crying out for smaller, affordable homes this was an opportunity to make a more significant contribution towards affordable housing stock.</i> <i>With regard to parking, this new proposal does go beyond the unrealistically low parking allocations that must be met by the developer. However, there are already significant issues on the development in relation to the lack of parking provided and a</i>

Clerk

Clerk

	<i>scheme to provide more parking for the current development would have been welcomed.</i>	Clerk
11.1d		
Application Number:	17/03423/FUL	
Location:	Great Dunton Farm House London Road	
Development:	Proposed dropped kerb	
Recommendation:	Objection Proposed - Cllr. Hersey, Seconded - Cllr. Carrol and Agreed <i>The Parish Council recommends refusal of this application on the grounds of inadequate sight lines for vehicles exiting the property. The drawings supplied with the application are of poor quality and lack real detail.</i>	Clerk
11.1e		
Application Number:	17/03690/HOUSE	
Location:	1 Meadow View London Road	
Development:	Vehicle crossover, hard standing and path to property	
Recommendation:	Support Proposed - Cllr. Lapham, Seconded - Cllr. Lockey and Agreed	Clerk

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

11.2a	GRANT
Application Number:	17/01767/FUL
Location:	Land North of West Kent Cold Store Rye Lane [Rye Wood]
Development:	Hard and soft landscaping works including the formation of paths and gated pedestrian entrance points
Grant:	Subject to conditions
11.2b	REFUSAL
Application Number:	17/02535/FUL
Location:	Land East of Road South of M25 Morants Court Road
Development:	New crossover, hard-standing & gates to form new access onto site from London Road
Refusal (SDC):	The land lies within the Green Belt where strict policies of restraint apply. The proposal would be inappropriate development harmful to the maintenance of the character of the Green belt and to its openness. This conflicts with policy L01 of the Sevenoaks Core Strategy and the National Planning Policy Framework.
11.2c	GRANT
Application Number:	17/02994/LDCPR
Location:	The Coach House London Road
Development:	Construction of porch to rear external door
Refusal (SDC):	The proposed constitutes permitted development under Class D of Part 1, Schedule 2, of the Town and Country Planning (General Permitted Development) Order 2015 (as amended).

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Pavilion

12.1a Quotation for plumbing/heating/gas works following maintenance visit
The Clerk advised members of several items required to get the plumbing and heating system up to standard. It was Proposed - Cllr. Lapham, Seconded - Cllr Miss. Norton and Agreed that the quote from Cube Plumbing of £1890 plus VAT be accepted.

Clerk

12.2 Recreation Areas
Nothing to report.

12.3 Grounds Maintenance
12.3a Inspections Rota

New rota issued to members (as per Item 6 (Clerk's Report)).

12.3b Rose Garden / War Memorial bollards

Cllr. Hersey advised that the cost to hire an auger to complete the works was £46. It was agreed that this should be paid and that a date should be arranged for the work to be carried out in the New Year. The Clerk confirmed that having spoken with Andrea Rodwell of the Village Hall Management Committee the VHMC was in full support of the installation of bollards to prevent any further damage being caused by inconsiderate vehicle users.

GH AL

12.4 Price's Wood

12.4a Tree survey

A tree survey had been conducted and whilst a report was not available (the survey having only been conducted over the previous weekend), a quotation to give an indication of the cost of potential works had been provided, which was noted.

12.4b Agreement documentation and consideration of allocation of costs

The Clerk advised that there had been insufficient time to review all the legal documentation provided by Mr Price's solicitor but that she would forward copies to members for review. There were several covenants within the draft transfer deed, many of which were reasonable but there were some specific areas that needed further exploration before a final decision could be made.

Clerk

Clerk

The residents from Pounsley Road confirmed that Mr Price had informed them of his wish to gift the land to the Parish Council. There were some concerns, mostly around possible future development and impact of any changes on the residents. It was also noted that some of the fencing around the site would require replacement, something which the Parish Council would need to take into consideration. Members reassured the residents that the Parish Council's track record on guardianship of green open spaces was solid and that there would be no plans to do anything more than tidy the woodland and open it up for walkers. The Chairman indicated that should the Parish Council accept Mr Price's offer there would be scope to form a working party with Pounsley Road Ltd (the residents' association). The Clerk would keep Roger Eagles (for the residents' association) informed of progress on this matter.

Clerk

There had been a suggestion that due to the sizeable gift that Mr Price was proposing that a contribution towards his costs might be considered. After some discussion it was agreed that an offer to pay 30% of those costs should be made. There was some room to negotiate on this.

Clerk

The Clerk would contact Mr Price's solicitor to advise that more time was required to gather information to permit the Council to make an informed decision and to confirm details of the contribution to costs.

Clerk

13. ALLOTMENTS

The allotments have seen the gate broken and a couple of the sheds damaged. Nothing of value was stolen and the gate has been repaired by Cllr. Hersey. There are still two vacant small plots.

14. FOOTPATHS (Public Rights of Way)

The footpath at the back of Ryewood is due to be closed. There were no details of why and for how long available for the meeting.

15. HIGHWAYS AND TRANSPORT

Nothing to report.

16. LIGHTING

Nothing to report.

17. EVENTS / ACTIVITIES

17.1 DGPC Events for 2017/18

Planned or proposed events:

- a) Carols around the Christmas Tree Monday 18th December 7pm

Cllr. Lockey advised that there was no order of service yet but that he was working on this. There would be a mix of traditional carols (with musicians) and popular Christmas songs (with a backing track). There would be a need to locate the carol sheets and Cllr. Lockey would collect equipment from the pavilion on the day. Cllrs. Lockey, Hersey and Fox (and Lapham if available) would meet at 3pm on the day to collect and put up the gazebo.

PL
Clerk
PL GH
TF AL

b) Litter Pick Sunday 18th March 10.30am

17.2 Other (non-DGPC) events
No information available.

18. COMMUNICATION

18.1 Newsletter

18.1a Articles rota
Issued to members (under Item 6 (Clerk's Report))

18.2 Website / Media / Technology

18.2a IT support package

The Clerk informed members about an IT support package which would incorporate the server report and two hours of support each month (unused time being carried forward, within reason). This would cost £100 per month and would be valuable given some of the work required in the New Year to silo the server into distinct parts with specified access. The Clerk suggested that a six-month contract be entered into and that payment in full should be made in advance to help the contractor avoid banking costs associated with cheques. It was Proposed - Cllr. Lapham, Seconded - Cllr Miss. Norton and Agreed that the IT support package be adopted, with payment in advance.

Clerk

19. CONSULTATIONS

The Chairman précised the scope of each of the consultations for members.

19.1 KALC Falmouth TC Sustainable Communities Act Business Rates & Public Conveniences Proposal
Survey Deadline 15th December

No formal DGPC response.

19.2 KCC Gypsy & Traveller Site Allocation Policy Deadline 20th December

No formal DGPC response.

19.3 Kent Downs AONB Landscape Character Assessment Review Deadline 5th January

No formal DGPC response.

20. CORRESPONDENCE FOR DECISION / ACTION

St. Mary's	Invitation for a councillor to read at the Nine Lessons & Carols 17/12/17 Unfortunately, there were no members available to attend. Clerk to advise St. Mary's
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Clerk

FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS

Backyard Bootcamps	Letter in response to proposed charges for commercial users The matter was discussed at length. A decision had been made previously to charge commercial users for use of the facilities so that they make at least some form of contribution towards the ongoing maintenance and running costs of the recreation ground and to balance out with charges made to football clubs for use of the facilities. The charge to Backyard Bootcamps would be reduced to £360pa based on an assumed 36 weeks of use, 5 sessions per week. This would then increase incrementally with any increase in the number of sessions or weeks of use. This would incorporate use of the toilets in the changing rooms, use of the car park (although given the contention that most clients were from Dunton Green this was expected to be
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	minimal) and advertisement on an official DGPC noticeboard of the times when the MUGA is used by Backyard Bootcamps.	Clerk
Samaritans	Donation Request It was Proposed = Cllr. Carrol, Seconded - Cllr. Lockey and Agreed that a donation of £50 should be made.	Clerk

FOR INFORMATION

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

Sevenoaks District Seniors Action Forum	SDSAF Newsletter November 29 th	Clerk
KCC	Volunteer Support Wardens Scheme Prospectus February meeting agenda.	
Victim Support	Letter of thanks for donation	
Local Councils Update	December 2017	
CPRE	Countryside Voice Winter 2017	

21. **INFORMATION PURPOSES**

Nothing to report.

22. **DATE OF NEXT MEETING**

22.1 Date of next meeting

Scheduled: Tuesday January 9th 2018 at Dunton Green Pavilion

PUBLIC SESSION

None

The meeting closed at 9.55pm.