

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 14th January 2020 at 7.30pm

PUBLIC SESSION

None.

1. PRESENT / APOLOGIES

Present: Cllrs. Mrs England, Copeland, Hersey, Lockey, Miss. Norton, Mrs Gomes-Chodyniewski, Carrol

Apologies (accepted): Cllrs. Lapham, Bayley (SDC)

In attendance: Tracy Godden (Clerk), Cllr. Brown (SDC) - late arrival

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 10th December 2019 were approved as a true record.
Proposed - Cllr. Lockey, Seconded - Cllr Mrs. Gomes-Chodyniewski 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 Training (Councillor and Staff)

The Clerk will be attending an SDC Planning Training session (Cllr. Lockey was no longer able to attend); a Website Accessibility Regulations Workshop, SLCC Equality & Diversity Training and the KALC Health & Wellbeing Conference (with Cllr. England).

5. DGPC REPRESENTATIVES - EXTERNAL BODIES

5.1 Feedback from any meetings attended by DGPC's representatives on external bodies
None since the December DGPC meeting.

5.2 Meetings due to be attended

KALC Sevenoaks Area Committee February 21st.

6. CLERK'S REPORT To receive the Clerk's report

A Planning & Development Committee meeting is scheduled for Tuesday 28th January. The Clerk proposed that this meeting be cancelled due to lack of business. Members agreed and it was Resolved that the meeting be cancelled.

The Clerk informed members that there was a Ryewood residents' association meeting scheduled for Monday 20th January at the Pavilion. RMG had indicated that the Parish Council would not be invited but the Clerk asked councillors who are also Ryewood residents whether they might be able to attend and report back.

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

None.

8. COMMUNITY DEVELOPMENT & SAFETY

8.1 Community Development Officers Report

A report had been submitted ahead of the meeting which councillors had read and noted. There were no questions regarding the report although Cllr Mrs. Gomes-Chodyniewski advised that she would not be able to run the netball sessions after March. Whilst a new coach had been identified for training, that offer of help had now been withdrawn. SDC continues to try to find a new coach but increasingly the likelihood of the netball session continuing becomes more doubtful.

A copy of a draft Service Level Agreement (SLA) for the 8-12s project had also been provided. The Clerk advised members that she had a few concerns about the document. At a catch-up meeting there had been an agreement that the Parish Council would hold SDC's funds so that the monies could be released quarterly (as the community development project is reaching its conclusion). However, upon further consideration, the Clerk was concerned that by holding this money, the Parish Council's 'income' would be artificially inflated by a significant amount. It was agreed that the Clerk should inform SDC that they need to resolve the financial aspect. The Clerk also indicated that whilst the Parish Council had agreed a contribution of £1000, this was specifically for a residential trip, not the week to week running of the club. There was also a query as to why DGPC councillors should receive quarterly reports (and not SDC) when the service had been commissioned and is predominantly funded by SDC. Members agreed that the Clerk should raise these issues with SDC and seek a re-draft of the SLA.

Clerk

8.2 Anti-Social Behaviour / PSCOs Update

Although a report was not available, PCSO Best had visited the Clerk in the previous week and was aware of some of the issues that had arisen over the Christmas period on Ryewood (stolen vehicle); there seemed, again, to be a perception of more crime on social media than has been formally reported.

Cllr. Carrol advised members of a new app - 'The Noise App' - which measures noise levels and can be useful for people who might be plagued by nuisance noise. The Clerk would include information in the next newsletter so that residents are aware.

Clerk

The Clerk informed members that there had been a development regarding the installation of CCTV in the foot tunnel (from the station to the footpath to the recreation ground). SDC had indicated that they would fund the installation of a camera to combat ASB and had provided Southeastern with the required assessment of the site by an electrician. However, Southeastern has now secured funding for the improvement of lighting and installation of CCTV at the station, including this tunnel. The work will be undertaken by Southeastern. This is a positive step although there is no indication of the likely timeframe for this work to be undertaken.

8.3 Youth services

The Clerk informed members that the Youth Club (YICZ Club) had effectively folded. The leader has been unable to attract support to help him run the club and has had to draw the conclusion that the club must cease. There has been poor communication from the Club in response to the Clerk's emails and telephone calls and so the Clerk has now removed all event listings for the Club going forward and will remove the advertising from the newsletter. There is some blurring of lines between the youth club and the 8-12s Club which need to be clarified, especially in regard to the portable table tennis which the Parish Council can temporarily store but which will have to be found a permanent home elsewhere (if the youth club cannot be resurrected soon). Clerk to follow up.

Clerk

8.4 Older people's services

All the services (AgeUK Lunch Club and Pop In Café and the Over 55s Social Club) continue to run successfully.

9. FINANCE

9.1 A bank reconciliation to 31st December 2019 was presented by the Clerk and was accepted. The Chairman confirmed that she had verified the bank balances stated on the reconciliation against the bank / investment statements:

Cash in hand 01/04/2019			117,757.48
ADD			
Receipts 01/04/2019 - 31/12/2019			187,737.28
			305,494.76
SUBTRACT			
Payments 01/04/2019 - 31/12/2019			158,922.58
A: Cash in hand 31/12/2019			146,572.18



Cash in hand per Bank Statements			
Reserve 31/12/2019		56,026.03	
Current 31/12/2019		10,743.67	
CCLA Public Sector Deposit Fund 31/12/2019		40,052.48	
CCLA Local Authorities Property Fund 31/10/19		40,000.00	
			146,822.18
Less unrepresented cheques			
5013: Donation	50.00		
5014: Donation	50.00		
5015: Donation	150.00		250.00
			146,572.18
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			146,572.18

9.2 To discuss and agree the Precept level for 2020/21

The Clerk provided members with information to assist with determining the Precept for 2020/21. It was Proposed - Cllr. Carrol, Seconded - Cllr Mrs. Gomes-Chodyniecki and Agreed that an increase of 2% per Band D household be implemented. This would equate to a real term increase of £2.07 per Band D household for the year (£0.21 per month for the ten months that Council Tax is paid). The total Precept to be requested from SDC for 2020/21 is £136,000 (versus £133,400 for 2019/20). Clerk Payments are to be made as now (in April and September).

Clerk

Cllr. Brown (SDC) arrives.

10. ACCOUNTS FOR PAYMENT

10.1 It was Proposed - Cllr Mrs. Gomes-Chodyniecki, Seconded - Cllr Miss. Norton and Agreed to approve for payment a list of cheques, bank transfers, debit card payments and direct debits (with supporting documentation) as detailed below. Clerk

Clerk

Chq/DD	Description	Net	VAT	Gross
BANK TFR	Cube Plumbing & Heating Ltd Annual boiler & drains maintenance	1009.00	201.80	1210.80
BANK TFR	Mr K Wilson Sports Sessions Spring 2020	400.00		400.00
BANK TFR	The Play Inspection Company Operational Inspection Report	57.50	11.50	69.00
BANK TFR	Clerk's Expenses Postage	43.44		43.44
BANK TFR	Kent County Council Photocopier leasing & copies	215.79	43.16	258.95
BANK TFR	Mr K Wilson Sports Sessions Christmas 2019	200.00		200.00
DEBIT CARD	KALC (Eventbrite) Health & Wellbeing Conference (tickets x2)	120.00	24.00	144.00
DEBIT CARD	Amazon Pavilion supplies (cleaning materials)			44.90
BANK TFR	Bessels Green Baptist Church Education in Full Fund Donation (replaces cheque 5024 for Dunton Green Primary School)	100.00		100.00
BANK TFR	Cube Plumbing & Heating Ltd Replacement sensor	156.30	31.26	187.56
DEBIT CARD	KALC (Eventbrite) Website Accessibility Workshop (tickets x1)	60.00	12.00	72.00

BANK TFR	Relate Donation (replaces cheque 5020 for West/Mid Kent Relate)	50.00		50.00
BANK TFR	Bibby Factors North West Ltd Ambiance Cleaning December 2019	822.47	164.49	986.96
BANK TFR	SDC Cleaning Mill Road & Rec; dog bins (Oct-Dec 19)	408.20	81.64	489.84
BANK TFR	Spy Alarms Balance due on Fire Alarm Annual Maintenance contract	177.33	35.47	212.80
BANK TFR	Getting IT Working IT Support December 2019	150.00		150.00
BANK TFR	HMRC PAYE Tax & NI Payment (Qtr 3 2019/20)	3326.19		3326.19
BANK TFRS	Staff Salaries & Expenses January 2020	2529.48		2529.48
DD	EE Mobile phone contract (paid 19/12/19)	8.00	1.60	9.60
DD	E.On (pavilion November 19) (paid 23/12/19)	341.83	68.33	409.66
DD	Shred Station (confidential waste) (paid 30/12/19)	62.00	12.40	74.40
DD	Onecom Broadband & Telephone (paid 31/12/19)	64.48	12.90	77.38
DD	Virgin Mobile (Dec-Jan) (paid 10/01/20)	7.00	1.40	8.40
DD	SAGE UK Ltd Payroll software (due 16/01/20)	6.00	1.20	7.20
DD	B&CE HSM Ltd (The People's Pension) (due 15/01/20)	269.73		269.73
DD	E.On (UMS elec for street lighting Dec 19 (due 15/01/20)	111.91	5.60	117.51
DD	123-Reg Domain Name two-year renewal fee	59.88	11.98	71.86

11. PLANNING

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

11.1a		
Application Number:	19/03349/ADV	
Location:	The Rose And Crown London Road	
Development:	12 New external signage and lighting	
Recommendation:	Support Proposed - Cllr Mrs. Gomes-Chodyniewski, Seconded - Cllr. Carrol and Agreed	Clerk
11.1b		
Application Number:	19/03375/HOUSE	
Location:	93 London Road	
Development:	Demolition of a conservatory, replaced with a rear extension, and erection of a first storey side extension with habitable loft space and dormer window. Alterations to fenestration.	
Recommendation:	Support Proposed - Cllr Mrs. Gomes-Chodyniewski, Seconded - Cllr Miss. Norton and Agreed	Clerk
11.1c		
Application Number:	19/03492/HOUSE	
Location:	19 London Road	
Development:	Single storey rear extension	
Recommendation:	Support Proposed - Cllr. Lockey, Seconded - Cllr. Hersey and Agreed	Clerk

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

11.2a	GRANT OF PLANNING PERMISSION
Application Number:	19/02809/HOUSE
Location:	Brockton Croft 188 London Road
Development:	Alterations to crossover
Grant:	Subject to conditions
11.2b	WITHDRAWAL OF APPLICATION
Application Number:	19/02946/HOUSE
Location:	Broughton Lodge London Road
Development:	Demolition of part of NW side bedroom, removal of chimney, erection of a single storey extension and alterations to fenestration

11.3 Community Infrastructure Levy (CIL): Clarification from SDC (if available for the meeting) regarding potential for use of receipts by the Parish Council for third party benefit (grants for infrastructure work)

There had been no update from SDC. The Clerk would follow up; Cllr Brown (SDC) would also become involved if the response indicated that the Parish Council could not assist other village organisations with infrastructure projects. Clerk to keep Cllr. Brown informed.

Clerk

11.4 Air Quality Management - Discussion about DGPC’s knowledge of and position on this topic with a view to agreeing to take this matter forward

The Chairman informed members that at KALC events over the last year there had been recurring mention of Air Quality Management (AQM) and how its measurement & assessment can be used to quash development if there are insufficient plans to mitigate issues around air quality as a result of development. The Chairman asked fellow councillors if they were agreeable to the Parish Council investigating further and seeking more information about AQM areas, how measurements are taken, who can take them, what the results mean, whether it would be possible to set an AQM area for Dunton Green (or at least understand the parameters for areas, such as Riverhead) that already have such areas and what case studies there might be that could prove useful to Dunton Green. It had been made clear at the various events that the Chairman had attended that preparation was key and that parishes shouldn’t wait until a development is proposed but rather furnish themselves with as much documented evidence as possible. Members were very supportive of this proposal and steps would be taken to investigate further (including some work on establishing possible costs).

Clerk

11.5 Fort Halstead Working Group (FHWG)- update if available

It remained unclear whether FHWG would be resurrected (albeit there had been some indication that there was appetite to do so). Under Item 20 (Correspondence) the Clerk would inform members of an invitation from a group operating in and around Halstead and Orpington.

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Grounds Maintenance

12.1a Grounds Maintenance Projects (DGPC)

12.1ai Fence on small open space at Mill Road - quotation for replacement
Unavailable for the meeting; the Clerk will forward details to councillors when they become available

Clerk

12.1aii The Crescent - planting proposals (if available)
 The Clerk is to meet with the Grounds Maintenance team on 15th January. The proposals can then be discussed at the February meeting.

Clerk

12.2 Pavilion

The Main Hall floor has suffered damage, caused over the previous weekend. The Clerk has instructed the Bookings & Facilities Manager to obtain quotes for repair.

12.3 Recreation Areas

12.3a Climbing facilities at Longford Meadow: to discuss suggestions and costs
 Members reviewed information about a variety of options for climbing ‘rocks’. Cllr. Lapham had provided some feedback to the Clerk prior to the meeting which was discussed. In principle, members are prepared to commission an installation at the top end of the estimated costs in order to provide something different for the community. It was agreed the ‘Anthill’ specifications are not challenging enough and aimed at a younger age range

(the objective is to provide something for older young people and adults). The Clerk asked members to review the other options prior to the next meeting, with a view to a decision being made about the specification, so that a full surveyed quotation can be obtained. The Clerk would follow up on some potential alternatives provided by Cllr. Lapham (although one is not an option because the company no longer supplies or installs).

ALL

Clerk

12.4 General / Other

12.4a Installation of a noticeboard and a defibrillator at Ryewood/Dunton Meadows
No progress yet as Berkeley Homes have requested a quotation inclusive of installation costs for consideration. Installation quotations have been requested.

12.4b Installation of a permanent Christmas Tree on the village green
Members agreed that a tree should be planted on the village green. A resident has offered a tree that could be dug up and installed. Members have seen the tree and agreed that the offer should be accepted, The Clerk has asked the Grounds Maintenance team for assistance and will visit site with them to review the feasibility of moving the tree. Oaks Plant Hire were commended for their assistance and equipment with re-erecting the Christmas Tree in December. If the Parish Council installs a cut tree again Oaks Plant Hire will be used to make the process significantly smoother and easier.

Clerk

12.5 Price's Wood

Bike trail signs will be installed on 24th January and, as per the Community Development workers report, there are plans for the local Explorers unit to make use of the site and for some toddler sessions to take place in March.

13. ALLOTMENTS

Nothing to report.

14. FOOTPATHS (Public Rights of Way)

A tree had partially fallen overnight onto the PROW SR102 (between the recreation ground and the station). Steps had been taken to contact the landowner and the footpath had been cleared promptly today.

15. HIGHWAYS AND TRANSPORT

15.1 Zebra Crossing Project - update

It was confirmed that a revised cost for the lights had been supplied by KCC. The cost is now £9592.24 rather than the last quote of £11,886.72 plus VAT. The Clerk has confirmed with KCC that an order should be placed, and the work scheduled but there is no indication yet with regard to the timing for the upgrades. Clerk to follow up.

Clerk

15.2 Zebra crossing near Station Road / Station Approach junction - update

Further to the December meeting, the Clerk had sought advice from KCC. This is a project that could be added to the Highways Improvement Plan, but it is something that would require numerous assessments before it could be confirmed, one of which is establishing whether there is a significant enough footfall. Given that pedestrians already choose not to use the dropped crossing point areas of the pavements and opt to cross the road diagonally it also seemed unlikely that people would actually use a crossing if it was installed in the area. Members concluded that this is a project that should not be pursued.

Clerk

15.3 Zebra Crossing at Longford Bridge - Planters

KCC had received a complaint from a resident about the planters installed on the railings by the crossing. KCC has concluded that the planters impede the view of pedestrians at the crossing and so should be removed. This is something that councillors dispute and is extremely disappointing given the positive comments that have been received. The Clerk asked for clarification about whether this ruled out those railings entirely and it had been indicated that they could potentially be moved to the start point of the railings, away from the actual crossing itself. Whilst this is not ideal as far as the Parish Council is concerned, it would mean that the planters could remain at the southern end of the village. They had been installed as an attempt to include this area of the village in the Parish Council's project to make the village prettier. The Clerk will liaise with the supplier to discuss moving the planters.

Clerk

16. **LIGHTING**
Nothing to report.
17. **EVENTS / ACTIVITIES**
17.1 DGPC Events for 2020
 Feedback:
 a) Christmas Singalong (20th December 2019) - Cancelled due to weather
 It was agreed that the decision to cancel, disappointing as it was, was the correct one.
- Planned or proposed events:
 b) Annual Parish Meeting/Parish Reception (7pm Wednesday 25th March 2020)
 Invitations to go out before the end of the month. Clerk
- c) Litter Pick (10.30am Sunday 22nd March 2020)
 It was noted that this is Mothers' Day.
- d) Fireworks
 It was agreed that the event should take place again and the date was set - Saturday 26th September. Members agreed that the event can only go ahead if there is sufficient support from councillors and other organisations (there had been fewer than ideal numbers helping out in 2019 which had made it more difficult for those who had been involved on the day). The Clerk was asked to establish whether the Scouts could be involved (provision of refreshments/BBQ etc, all profits to go to that organisation) and an approach to Faithworks should be made to see if they can also offer some support. The Clerk was asked to book the pyrotechnic company, St. John Ambulance and the musician. Clerk
- e) VE Day
 An enquiry about whether DGPC is planning an event for VE Day (and an offer of potential help) had been made by St. Mary's. The Clerk was asked to confirm that the Parish Council will not be organising an event.
- 17.2 Other Events**
None to report.
18. **COMMUNICATION**
18.1 Newsletter
 The copy deadline is 1st February 2020. ALL
 The Clerk informed members that in order to efficiently prepare the newsletter she would need a new Adobe Acrobat application. Members agreed that the Clerk should look at taking out a subscription so that the application is always up to date. Clerk
- 18.2 Website / Media / Technology**
 The new server was installed on 13th January (and is so quiet that it can now be housed in the office).
 The Clerk indicated that there might be a need to upgrade the Parish Council's website in order for it to comply with the Website Accessibility Regulations but that she would have more information and advice after she attends the workshop at the end of January.
19. **CONSULTATIONS**
19.1 Kent County Council Strategic Statement - Five Year Plan Consultation (deadline 17/02/20)
 Noted.
20. **CORRESPONDENCE FOR DECISION / ACTION**
 None.
- FROM RESIDENTS / BUSINESS OWNERS / LOCAL ORGANISATIONS**
None.
- FOR INFORMATION**
 The items of correspondence below were NOTED by the Parish Council:

Clerks & Councils Direct	January 2020
Kent Wildlife Trust	Letter of thanks for donation
MacMillan Cancer Support	Letter of thanks for donation
Sevenoaks Volunteer Transport Group	Letter of thanks for donation
Sevenoaks District Seniors Action Forum	Newsletter January 2020
Halstead Green Belt Future Group	Invitation to meeting
Care UK	Invitation to 'Combatting Loneliness in the Community' Friendship Café Saturday January 25 th 2-4pm (Weald Heights Care Home)
Sevenoaks & Tonbridge AgeUK	Letter of thanks for donation/grant
Victim Support	Letter of thanks for donation
Kent Wildlife Trust	Working together to create a Wilder Kent This was noted as an extremely useful document. The Clerk will scan and forward to members.

Clerk

21. **INFORMATION PURPOSES**
Saturday Freighter: 15th February 2020.

22. **DATE OF NEXT MEETING**
22.1 Date of next meeting
Scheduled: February 11th 2020 at Dunton Green Pavilion (7.30pm)

PUBLIC SESSION

Cllr. Brown was thanked for attending the meeting and asked if there were any updates from SDC. With there having been a break over the Christmas period there was little to report other than to mention that it seemed increasingly plausible that there could be a Judicial Review with regard to the Local Plan, as the District Council is unprepared to do as the Planning Inspector has instructed (namely, withdraw the Local Plan).

The meeting closed at 8.55pm.