



## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 12<sup>th</sup> July 2022 at 7.30pm

### 00. PUBLIC SESSION

None.

### 01. PRESENT / APOLOGIES

Present: Cllrs. England, Copeland, Parker, Hersey, Lapham, Norton, Carrol, Lockey (late)

Apologies: Cllrs. Bayley (SDC), Chard (KCC)

Absent: Cllr. Gomes-Chodynieski

In attendance: Tracy Godden (Clerk), Wendy Jackson (Bookings & Facilities Assistant)

### 02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 14<sup>th</sup> June 2022 were approved as a true record.

Proposed – Cllr. Hersey, Seconded – Cllr. Parker and Agreed.

### 03. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

### 04. GENERAL ADMINISTRATION

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

None.

#### 4.2 Policies: to consider

##### 8.2a New Policies

##### 8.2ai Co-option

It was Proposed – Cllr. Parker, Seconded – Cllr. Copeland and Agreed that the new Co-option policy be adopted.

**ACTION: CLERK**

##### 8.2aii Flexible Working / Part Time Working

Deferred to September meeting.

**ACTION: CLERK**

##### 8.2b Review of existing policies

##### 8.2bi Sickness (Absence Management) Policy

##### 8.2bii Child and Vulnerable Adult Protection (Safeguarding) Policy

##### 8.2biii Child Protection Procedures & Reporting

##### 8.2biv Working Together to Safeguard Children (2018 Supporting Document)

Only minor amendments on some of the policies (such as inclusion of links to websites for more information) and the insertion of information about previous versions of the policies. It was noted that 8.2biv is a HM Government document used in support of the Child Protection Procedures & Reporting document; it has not been amended or updated.

It was Proposed - Cllr. Copeland, Seconded – Cllr. Norton and Agreed to adopt all these Policies, as amended.

**ACTION: CLERK**

#### **4.3 Training (Cllr & Staff): to note training undertaken, booked and available**

Cllr. England had attended the KALC Councillors' Conference which had been the first in person conference since the pandemic. There had been technical issues, no handouts only PowerPoints and feedback had not been requested. The lunch provided had not been up to previous standards and so it had, overall, been a very disappointing session. The Clerk would feedback information to KALC, and the Chairman would report back following the Chairmanship Conference.

**ACTION: CLERK / FE**

#### **4.4 IT Support Contract: To consider renewal for 2022/23**

It was Proposed – Cllr. Norton, Seconded – Cllr. Lapham and Agreed that the IT Support contract should be extended for a further twelve months (at a monthly cost of £150). A review will also be completed about the Parish Council's IT needs, potentially with a view to making a change in 2023.

**ACTION: CLERK**

### **05. DGPC NOMINATED REPRESENTATIVES – EXTERNAL BODIES**

#### **5.1 To consider feedback from any meetings attended by DGPC's representatives on external bodies and to note any meetings due to be attended**

There were no updates or confirmed meeting dates.

The Clerk asked Cllr. Copeland if it was possible to pass on Village Hall Governing Documents, so that the Parish Council's status as a Trustee can be clarified.

**ACTION: JC**

Cllr. Lockey arrives.

### **06. CLERK'S REPORT To receive the Clerk's report**

The Clerk updated members in relation to the following:

- Bus Service cuts. News had broken over the weekend regarding the removal of many bus services, most of which appear for Dunton Green to affect school bus routes. The Clerk had provided members with information regarding cuts and a response letter that had been issued by Westerham Town Council that day highlighting concerns for its community. The Clerk had already shared a great deal of information on the Parish Council's social media platforms. Including details of how to contact KCC. It was proposed – Cllr. Lapham, Seconded – Cllr. Carrol and Agreed that the Clerk should write a similarly strongly worded letter highlighting the Parish Council's concerns and its support of worried parents to Cllr. Nick Chard (and copied to KCC Cllr. Roger Gough, KCC Cllr. David Brazier, Laura Trott MP and SDC councillors). That letter would then be published on DGPC's website and Facebook page.

**ACTION: CLERK**

- Speed Indicator Device Scheme. KCC had now responded to the Clerk's initial contact and to some suggested positions for the five posts that the Parish Council wished to install. The suggestions had been made purely based on locations where complaints about speeding are known to be made, rather than any real expectation that they would be suitable in meeting all the exacting standards that have to be applied. The Clerk had provided members with the response; essentially most of the locations had been deemed unsuitable although some of the reasoning was questionable and there were no suggestions as to what could be done to improve a location's suitability or of alternative locations that might be more suitable. The Clerk was asked to go back to KCC to query some of the comments, to ask whether speed limits in 40mph areas could be reduced to facilitate the use of SIDs and to ask KCC for alternative solutions.

**ACTION: CLERK**

- London Road – parking concerns. There is a section of 'old' London Road near to Donnington Manor where

residents park their vehicles on pavements and in an area where there are central double white lines in the road. Over the years, there have been complaints from other residents about the parking in this area in terms of it not being permissible where there are double white lines. Following complaints about on-pavement parking, the PCSO issued vehicles parked there with notices indicating that they should desist. This has caused concern amongst some of those residents as they have no alternative parking options. The issue is complex, in that there are residents with differing viewpoints and the parked cars can be seen as a mechanism by which traffic is slowed in that area. The Clerk confirmed that there is a meeting planned with Highways and that questions will be asked in relation to the 40mph speed limit there (given that it is largely residential) and whether the double white lines need to be there at all.

**ACTION: CLERK**

Cllr. Lockey arrives.

## 07. COMMUNITY DEVELOPMENT & SAFETY

### 7.1 Anti-Social Behaviour – to note any issues brought to the attention of the Parish Council

The Clerk advised that she has met with the PCSO on several occasions since the last DGPC meeting, most recently today. The monthly newsletter had been shared with members, the most notable element of which was the fire at the Ryewood housing estate (still under investigation). It was noted that there have been Unauthorised Encampments (UAEs) in the District, most recently in Sevenoaks and Swanley. There has also been a lot of broken glass across the village (mainly in the court areas of the recreation ground, Station Road under the bridge and at Longford Meadow). A camera is to be fitted at Longford Meadow to see if any evidence can be obtained.

**ACTION: CLERK**

### 7.2 DGPC funded Community Activities: to note updates regarding youth and senior activities

There were no specific updates; all activities are taking place; Basketball has been well received; Mini tennis has changed day of the week to see if that attracts more interest and the Age UK groups continue to be very popular.

## 08. FINANCE

### 8.1 Bank Reconciliation

The Clerk presented a bank reconciliation (to 30th June 2022), and it was Resolved that it be accepted. A Parish Councillor will verify all the bank balances stated on the reconciliations against the bank / investment statements.

#### BANK RECONCILIATION TO END 30/06/2022

Description	Value £	Value £
<b>Cash in hand 01/04/2022</b>		<b>£121,759.97</b>
ADD Receipts 01/04/2022 – 30/06/2022		£76,538.62
TOTAL		£198,298.59
SUBTRACT		
Payments 01/04/2022 – 30/06/2022		£49,619.83
<b>A: Cash in hand 30/06/2022</b>		<b>£148,678.76</b>
Cash in hand per Bank Statements		
NatWest Reserve 30/06/2022	£63,644.75	
NatWest Current 30/06/2022	£4,736.52	
CCLA Public Sector Deposit 30/06/2022	£40,297.90	
CCLA Local Authorities Property Fund 31/03/2022	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£148,678.76</b>
Less unrepresented cheques		£0.00
TOTAL		£148,678.76
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£148,678.76</b>

## 09. ACCOUNTS FOR PAYMENT

### 9.1 List of payments for approval

It was Proposed – Cllr. Lapham, Seconded – Cllr. Lockey and Agreed to approve/ratify for payment a list of cheques, bank transfers, debit card payments and direct debits (with supporting documentation) as detailed below.

Payment Type	Description	Net £	VAT £	Gross £
<b>June Payments (reported at June meeting in <i>italics</i>)</b>				
<b>BANK TFR</b>	<i>The Play Inspection Company Ltd H&amp;S Inspection (Play Equipment)</i>	<i>55.00</i>	<i>11.00</i>	<i>66.00</i>
<b>DEBIT CARD</b>	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>12.64</i>	<i>0.00</i>	<i>12.64</i>
<b>BANK TFR</b>	<i>Mr K Wilson 2-day Summer Sports Holiday Program</i>	<i>300.00</i>	<i>0.00</i>	<i>300.00</i>
<b>BANK TFR</b>	<i>CJS Plants Hanging Baskets 6 months from Oct 21 (invoice not received previously)</i>	<i>2072.50</i>	<i>414.50</i>	<i>2487.00</i>
<b>BANK TFR</b>	<i>CJS Plants Hanging Baskets 6 months from Mar 22</i>	<i>2072.50</i>	<i>414.50</i>	<i>2487.00</i>
<b>DD</b>	<i>Virgin Mobile Phone monthly contract</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
<b>DD</b>	<i>Shred Station Confidential Waste Collection</i>	<i>38.30</i>	<i>7.66</i>	<i>45.96</i>
<b>DD</b>	<i>SAGE UK Ltd Payroll software</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
<b>BANK TFRS</b>	Staff Salaries & Expenses June 2022	2899.11	0.00	2899.11
<b>BANK TFR</b>	HMRC Qtr 2 2022/23 PAYE Tax & NI Payment	3264.45	0.00	3264.45
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	288.79	0.00	288.79
<b>DD</b>	British Gas Pavilion Gas May 22	111.13	5.55	116.68
<b>DD</b>	E.On Next Pavilion Electricity June 2022	276.88	55.38	332.26
<b>DD</b>	Onecom Ltd Broadband & Telephone May/June 22	81.24	16.25	97.49
<b>DD</b>	E.On / NPower Unmetered Supply May 2022	75.13	3.76	78.89
<b>DD</b>	EE Mobile phone contract	9.02	1.80	10.82
<b>DEBIT CARD</b>	TESCO Postage	16.32	0.00	16.32
<b>BANK TFR</b>	Mrs W Jackson Filter for water boiler	82.70	16.54	99.24
<b>BANK TFR</b>	KCC Photocopier leasing	82.52	16.50	99.02
<b>BANK TFR</b>	Mrs F. England Chairman's Allowance 2022-23	400.00	0.00	400.00
<b>BANK TFR</b>	KALC (Eventbrite) Cllr Training (Chairmanship Conference)	50.00	10.00	60.00
<b>BANK TFR</b>	Stellar Building & Maintenance Ltd Various remedial works	720.00	144.00	864.00
<b>BANK TFR</b>	Spy Alarms Ltd Balance payment: CCTV court areas	392.00	783.40	470.40
<b>BANK TFR</b>	Sevenoaks Glazing Replacement double glazed unit pavilion door	175.00	35.00	210.00
<b>BANK TFR</b>	Safeplay Playground Services Ltd Play equipment maintenance & urgent repair	2585.50	517.10	3102.60
<b>BANK TFR</b>	Sally Jolly	1098.41	0.00	1098.41

	Printing of Summer edition of DG News			
<b>July Payments to date</b>				
<b>BANK TFR</b>	Getting IT Working IT Support June 2022	150.00	0.00	150.00
<b>BANK TFR</b>	Gardens of England Grounds Maintenance June 2022	3179.50	0.00	3179.50
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing June 2022	836.91	167.38	1004.29
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
<b>BANK TFR</b>	Mrs F. England Mileage expenses (Councillor's Conference)	27.00	0.00	27.00
<b>DEBIT CARD</b>	Amazon Stationery (copier paper, laminating sheets)	61.52	12.32	73.84
<b>BANK TFRS</b>	Staff Salaries & Expenses July 2022	2854.02	0.00	2854.02
<b>DD</b>	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
<b>July Payments (expected but unconfirmed/not yet paid as at 11/07/22)</b>				
<b>BANK TFR</b>	KCC Photocopier Copy Charges	51.61	10.32	61.93
<b>DD</b>	E.On / NPower Unmetered Supply June 2022	69.25	3.46	72.71
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	280.28	0.00	280.28
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>DD</b>	British Gas Pavilion Gas June 22	74.28	3.71	77.99
<b>DD</b>	E.On Next Pavilion Electricity June 2022	241.19	48.24	289.43
<b>BANK TFR</b>	An Eye For Detail Pressure Washing Service (Courts, play areas, play equipment, seating, bike shelter)	1300.00	260.00	1560.00

**ACTION: CLERK**

## 10. PLANNING

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

### 10.1a Planning Application 22/01523/ADV

Location: Robins and Day Vauxhall Mill Road

Development: Hoarding & Flags

Recommendation: Support Proposed – Cllr. Lapham, Seconded – Cllr. Lockey and Agreed

**ACTION: CLERK**

### 10.1b Planning Application 22/01657/WTPO

Location: 61 London Road

Development: Group of wild cherries (G1) – To reduce to a final height of 8 metres. To remove one tree.

This is an Application for consent to cut down, prune or uproot trees covered by a Tree Preservation Order (under the Town and Country Planning Act 1990): there is no statutory requirement to publicise the application, details for information purposes only.

Noted.

### 10.1c Planning Application 22/01808/MMA

Location: Ivydene London Road

Development: Amendment to 22/00944/HOUSE

Recommendation: No Comment Proposed – Cllr. Norton, Seconded – Cllr. Lapham and Agreed

**ACTION: CLERK**

**10.2 PLANNING NOTIFICATIONS** The decisions from SDC or the Planning Inspectorate relating to the following applications were noted.

**10.2a Planning Application 22/01262/HOUSE**

Location: 79 Lennard Road

Development: Two storey side extension and loft extension. Alterations to fenestration. Alterations to roof.

REFUSED

**10.2b Planning Application 22/01036/FUL**

Location: 5 & 6 Lennard Road

Development: Demolition of existing garage and conservatory. New dwelling. Single storey rear extension to 5 and 6 Lennard Road with rooflights. Extension to existing formation of access to 5 Lennard Road. Landscaping.

Recommendation: No comment. Proposed – Cllr. Hersey, Seconded - Cllr. Lockey and Agreed

With so much precedent set for new dwellings on the side of existing homes in Lennard Road, it seems unlikely that any objections that the Parish Council might have would be sufficient grounds for refusal. However, there remains a concern about over intensification of the site and a lack of adequate parking provision in this development (a new 2 bed house requires more than 1 parking space).

GRANT OF PLANNING APPLICATION: Subject to conditions

## 11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 11.1 Grounds Maintenance

#### 11.1a Work planned (repairs/maintenance: non-grounds maintenance) update

The Clerk advised that the grounds maintenance team were struggling to water the new trees on Longford Meadow and the privet in the hedge on London Road. The Clerk suggested that the Parish Council consider the purchase of a small water bowser which could be kept in the outside store for the grounds maintenance team to access and which could be filled from the outside tap there. An example of a 150l container, on wheels, was provided and which would certainly be a help to the grounds maintenance team, as watering is an issue every year. It was Resolved to purchase the equipment at a cost of around £300.

**ACTION: CLERK**

### 11.2 Projects - Updates regarding:

#### 11.2a CCTV for MUGA & Tennis Court

The Clerk confirmed that whilst this work had been completed, several cameras had failed again, and that the contractor had been called to arrange a visit to restore the cameras. The new cameras, however, were fully functioning and provide excellent viewing of the court areas, should any evidence be required.

### 11.3 Pavilion

The Clerk advised members that a good deal of the Booking & Facilities Assistant's (BFA) time was being wasted chasing late payment invoices or chasing payments that did not match invoices. It was Proposed – Cllr. Lockey, Seconded – Cllr. Lapham and Agreed that a caveat should be added to the bottom of invoices indicating that an administration fee would become due if payments are not received on time or do not match the invoice amount. The fee would be an arbitrary £25, in the hope that this incentivises hirers.

**ACTION: BFA**

There was also some discussion about the need to secure more commercial bookings to help cover some of the Pavilion's overheads (hire levels having been hit by Covid and by the loss of an all year round booking in lockdown). The commercial price is prohibitive to some potential hirers. The price point is felt to reflect the quality of the facilities (being superior to many village hall type venues but less expensive than other local venues in Sevenoaks). That said, it was agreed that this was something that could be negotiated depending on the potential booking. It was

Proposed – Cllr. Hersey, Seconded – Cllr. Carrol and Agreed that an initial lower rate could be offered, at the Clerk’s discretion, to new commercial hirers.

**ACTION: CLERK**

## 11.4 Recreation Ground

### 11.4a Play equipment / Play areas: update on progress of works

A significant number of maintenance works had been completed (including reinstatement of the two-point swing after it was damaged). The BFA was awaiting quotes for rust treatment and repainting of several items of play equipment (including all the goal posts at both the Recreation Ground and Longford Meadow).

## 11.5 Dunton Green ‘extension’ land

### 11.5a To receive an update about Woodland Trust communications

Cllr. Lapham had spoken at length with the Woodland Trust (WT). Some of the basic information discussed included:

Estimation that the DGPC land extends to approximately 2.75 hectares. WT will fund 75% if DGPC plants or 60% if a WT approved contractor is used (and this would also cover 2 years of maintenance). The planting scheme would be 75% trees, 25% shrubs. 1600 stems per hectare but it does not all have to be planted at the same time. Expect 50% plant failure for a community planted scheme but 5-10% is more usual for contractor planted schemes. Self-planting would cost DGPC £2500 plus VAT; contractor planting would be £6250 plus VAT (given the difficulty with getting volunteers in the village, it seemed far more practical and sensible for any project to use a contractor). There is a 30-year minimum term (so DGPC would have to commit to the land being a wood for that period) and there needs to be 80% stock density (so must continue to replant if there are failures). WT is prepared to allow a rollover to allow Farm Business Tenancy (FBT) Agreement arrangements to be sorted. The offer stands and is ready to go, if & when DGPC is ready. DGPC is required to complete an Environmental Impact Assessment.

Cllr. Lapham was asked to go back to WT with some clarification questions: What preparations of the land might be required prior to planting? Is there an indication of the sort of level that ongoing maintenance costs might incur for a planting scheme/wood of this size?

**ACTION: AL**

The Clerk would aim to have answers regarding the FBT notice period and fencing requirements for the land if it is no longer being used for agricultural purposes.

**ACTION: CLERK**

Members indicated that they were broadly supportive of a project and would discuss further when more information becomes available.

## 11.6 Dunton Green Bike Trail (Price’s Wood): to note maintenance has been carried out by Livebiking and that a poster competition is being launched at the school to raise awareness

Noted. The Clerk confirmed that the winning poster would be included in the autumn edition of Dunton Green News, along with an article on the bike trail.

**ACTION: CLERK**

## 12. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

### 12.1 KCC Schemes, Planning and Delivery Team restructure: to note

It was noted that there was another restructure and that a site meeting had been scheduled for August (the Clerk and Chairman would be meeting with the Highways Manager for Sevenoaks, the Highways Steward and the Highways Engineer).

**ACTION: CLERK / FE**

## 13. COMMUNICATION

### 13.1 Newsletter

Copy deadline for the next edition is 1<sup>st</sup> August. The newsletter should be available for delivery ahead of the weekend of 10<sup>th</sup>/11<sup>th</sup> September (allowing then two full weekends for delivery, before the Fireworks Event at the end of that month).

**ACTION: CLERK**

## 14. EVENTS

### 14.1 DGPC Events: feedback/updates where available

#### 14.1a Event preparation and organisation: to discuss DGPC approach to management of events going forward

Cllr. Lockey had led events organisation for some while now, but a prospective move means that others need to take on that responsibility. It seemed more equitable to have a working party approach to this, with a group of councillors taking this on but there was not a great deal of appetite for that at the meeting. It was recognised, however, that without the commitment of councillors to events, they could not continue to be provided.

**ACTION: ALL**

#### 14.1b Annual Fireworks Display

Given that the Fireworks Event was effectively already under way with the pyrotechnics having already been ordered, there was discussion as to the requirements for the day and a commitment from some members to assist on the day. It was agreed that a call for volunteers on the day could be issued through August, to see if there was any appetite within the wider community to help.

**ACTION: CLERK**

#### 14.1c Remembrance Sunday Service

This could be discussed again at the September meeting but there was no-one prepared to volunteer to lead this event, suggestions only that perhaps this could be left to the Scouts or the Church.

#### 14.1d Christmas Singalong

Whether this could run would be decided in the autumn. If it is to run, there will be a need to identify new music and song words.

### 14.2 Other Events

#### 14.2a SDC Summer Family Fun Day: Wednesday 27<sup>th</sup> July 10am to 2pm (Recreation Ground) – including DGPC funded cricket session at this event

Noted.

## 15. CORRESPONDENCE

### 15.1 To consider a list of correspondence received since the June 2022 meeting

The following correspondence items were noted:

Kent Downs AONB - What's on in July

National Allotment Society - National Allotment Week 2022 Bug Survey

KALC (for ONS) - Census 2021 – first results

KCC – National Highways and Transport Survey [emailed 06/07/22]

SDC – Sevenoaks So Much More place branding campaign

SDC- CIL Spending Board 01/09/22: applications must be submitted by 17/07/22

Resident - Info re Mill Road fishing entrance (trespassing)

Resident - London Road - Parking

Resident - Bus Service Cuts

Resident - Bus Service Cuts

Clerks & Councils Direct - July issue

KCC Streetworks - Temporary Road Closure Star Hill 01/08 for 3 days (Openreach works)



## 16. DATE OF NEXT MEETING

16.1 Scheduled: September 13<sup>th</sup>, 2022 (7.30pm) – Dunton Green Pavilion

## 17. PUBLIC SESSION

None.

The meeting closed at 9.04pm.