



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 14th March 2023 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. England, Copeland, Hersey, Parker, Lockey, Lapham, Carrol

Apologies: Cllrs. Gomes-Chodynieski, Norton, Bayley (SDC)

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

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 14th February 2023 as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

None received.

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr. Hersey - Items 11.1a Planning Application 23/00358/FUL & 11.1b Planning Application 23/00357/HOUSE [already involved with responding to the application in relation to being Chairman of the Donnington Hall Management Committee]; Item 12.1 Allotments (as a Plot Holder)

Cllr. Lockey – Item 11.1c Planning Application 23/00416/HOUSE [Interest as neighbour of applicant]

Cllr. Parker - Item 12.1 Allotments (as a Plot Holder)

05. GENERAL ADMINISTRATION

5.1 To note the Policy Review Timetable for the coming year.

Noted. The Clerk will include policy reviews on agendas as appropriate.

ACTION: CLERK

06. DGPC REPRESENTATIVES – EXTERNAL BODIES

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

No meetings to report on.

07. CLERK'S REPORT

The Clerk's report was received.

Price's Wood Trees

The six trees have been planted and staked. Their planting (and the Longford Meadow Trees) has been recorded on the Queen's Green Canopy website. The Longford Meadow site and Price's Wood are to be amalgamated as one 'pin' for DGPC on the QGC map (a decision made by the map administrators).

Defibrillators

The Miners Arms have confirmed that they will be willing to have a defib on the front of the premises. The Clerk is chasing the Rose & Crown for a response.

Elections 2023

Information and nomination packs are now available for candidates.

Play Equipment

Scheduled maintenance (from December Inspection) has now been completed.

Hanging Basket Poles

The new poles have been ordered and the Clerk is awaiting delivery timings. A contractor to install them is to be identified.

08. COMMUNITY DEVELOPMENT & SAFETY

8.1 Anti-Social Behaviour – to note or consider any issues brought to the attention of the Parish Council

The Kent Police Newsletter was noted. It was mentioned that there had been an alleged assault involving children (not in the recreation ground as initially reported). Dealt with by Kent Police.

8.2 DGPC funded Community Activities: to note updates regarding youth and senior activities and to consider any new proposals or initiatives

Kent Panthers Basketball resumes from 17th April and Kwik Croquet will also commence in April.

09. FINANCE

9.1 To receive a Bank Reconciliation (to the end of the previous month) and to acknowledge balance statement values have been verified.

The Clerk presented a bank reconciliation (to 28th February), 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 28/02/2023

Description	Value £	Value £
Cash in hand 01/04/2022		£121,759.97
ADD Receipts 01/04/2022 – 28/02/2023		£169,253.27
TOTAL		£291,013.24
SUBTRACT		
Payments 01/04/2022 – 28/02/2023		£155,181.65
A: Cash in hand 28/02/2023		£135,831.59
Cash in hand per Bank Statements		
NatWest Reserve 28/02/2023	£48,610.67	
NatWest Current 28/02/2023	£6,477.42	
CCLA Public Sector Deposit 31/01/2023	£40,743.50	
CCLA Local Authorities Property Fund 31/03/2022	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£135,831.59
Less unrepresented cheques		£0.00
TOTAL		£135,831.59
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£135,831.59

9.2 Earmarked Reserves: To discuss the allocation of funds to reserves and confirm spending authority during the next financial year.

The Clerk presented the current status of earmarked reserves, for information, which Members noted.

9.3 Recurring payments: to review a list of recurring payments and confirm spending authority

The Clerk presented members with a comprehensive list of regular payments. It was Resolved that the list be approved so that payments can be processed in a timely manner through the year.

Supplier	Service	Transaction type	Frequency	Charge per frequency
Onecom Ltd	Broadband & Landline Telephone	Direct Debit	Monthly	c. £80
Shred Station	Confidential Waste Paper Disposal	Direct Debit	Monthly	c. £42 (service ends October 2023)
EE Limited	Mobile Phone Contract	Direct Debit	Monthly	c. £9.50
Npower (was E.On)	Unmetered supply (streetlights)	Direct Debit	Monthly	c. £90
Sage Software	Payroll software	Direct Debit	Monthly	c. £7
Lebara Mobile	Mobile Phone Contract	Direct Debit	Monthly	c. £5
Peoples Partnership (was B&CE Holdings Ltd)	Pension Payment	Direct Debit	Monthly	
British Gas	Pavilion Gas	Direct Debit	Monthly	
E.On Next	Pavilion Electricity	Direct Debit	Monthly	
TV Licencing	TV Licence	Direct Debit	Annual	c. £175
ICO (Information Commissioners Office)	Registration certificate	Direct Debit	Annual	c. £35
123-Reg	Email inboxes/webmail/domain name	Bank Transfer	Annual	Multiple services
Bibby Factors North West Ltd (for Ambiance Services Ltd)	Pav & Window Cleaning/ Jet Washing	Bank Transfer	Monthly	c. £875
Gallagher (HISCOX) (was Came & Co)	Parish Council Insurance	Direct Debit	Monthly	c. £450
Gallagher (was Came & Co)	Parish Council Cyber Insurance	Bank Transfer	Annual	c. £350
Castle Water Ltd	Pavilion Water	Direct Debit	Bi-annual	c. £150
Chris Knott Insurance Ltd	Allotment Public Liability Insurance	Bank Transfer	Annual	c. £80
CJS Plants Ltd	Hanging Baskets	Bank Transfer	Bi-annual	c. £2800
Communicorp	Membership subscription (Local Councils Update)	Bank Transfer	Annual	c. £110
CPRE	Membership subscription	Direct Debit	Annual	c. £36
Cube Plumbing & Maintenance Ltd	Pavilion Maintenance (Heating/Boiler)	Bank Transfer	Annual	c. £1100
Gardens of England	Grounds Maintenance	Bank Transfer	Monthly	
Getting IT Working	IT support	Bank Transfer	Monthly	c. £150
KALC	Membership subscription	Bank Transfer	Annual	c. £1100
Kent County Playing Fields Association	Membership subscription	Bank Transfer	Annual	c. £20
KCC	Photocopier Leasing	Bank Transfer	Quarterly	c. £100
Clerk	Staff Salaries	Bank Transfer	Monthly	
Employees	Staff Salaries	Bank Transfer	Monthly	
NALC	Subscription	Bank Transfer	Annual	
NSALG Ltd	Allotment Association membership	Bank Transfer	Annual	c. £30
PAYE Cumbernauld (HMRC)	PAYE Tax & NI	Bank Transfer	Quarterly	
PKF Littlejohn	External Audit	Bank Transfer	Annual	c. £600
Safeplay Playgrounds Ltd	H&S inspections of play equipment	Bank Transfer	Quarterly	c. £150
Sally Jolly	Newsletter Printing	Bank Transfer	Quarterly	c. £1400

Starboard Systems Ltd	Scribe Accounts software Licence	Bank Transfer	Annual	c. £500
SDC	Freighter Hire	Bank Transfer	Bi-monthly	c. £180
SDC	Cleaning Mill Rd & Rec (bins and litter) / dog bin emptying	Bank Transfer	Quarterly	c. £450
SLCC	Clerk's membership subscription	Bank Transfer	Annual	c. £300
SLCC Enterprises Ltd	Clerk's/Staff training	Bank Transfer	Variable	
Spy Alarms Ltd	Intruder Alarm Maintenance Contract	Bank Transfer	Bi-annual	
Spy Alarms Ltd	Fire Alarm Maintenance Contract	Bank Transfer	Bi-annual	
Spy Alarms Ltd	CCTV Maintenance Contract	Bank Transfer	Annual	
Streetlights	Street light Maintenance Contract	Bank Transfer	Bi-annual	c. £900
TWFP Ltd	Fire Extinguisher Maintenance	Bank Transfer	Annual	c. £400
Chairman	Chairman's Allowance	Bank Transfer	Annual	c. £400
Adobe Systems	Adobe Acrobat Pro Subscription	Direct Debit	Monthly	c £17
Clean Air (UK) Ltd	Legionella Testing	Bank Transfer	Annual	c. £350
Apex Air Conditioning Ltd	Ventilation System Maintenance	Bank Transfer	Annual	c. £1200
Dropbox	Subscription	Direct Debit	Annual	c. £80
Zoom	Subscription	Direct Debit	Annual	c. £120
Microsoft	MS Office 365 Subscription	Direct Debit	Annual	c. £120
Lionel Robbins	Internal Audit	Bank Transfer	Annual	c. £150

ACTION: CLERK

Members also noted a list of other preferred suppliers.

Approved Suppliers / Contractors

Contractor	Area of work
Able Electrical Ltd	Pavilion and external electrics maintenance
Teambase	Stationery, office & pavilion supplies
Stellar Building & Maintenance Ltd	Building and larger scale maintenance requirements
Surrey Hills Solicitors LLP	Legal services
Sam Rogers Treecare	Tree surgeon services
Pyrovision Ltd	Pyrotechnics (fireworks)
Playsafe Playgrounds Ltd	Playground maintenance
Koolplay Ltd	Playground equipment
Newlands Nursery	Trees
Lionel Robbins	Internal Auditor
James Thornhill	Tree Hazard Surveys
Edward Prentice	Surveyor
Amazon	Various (mostly Office/Pavilion Supplies)

9.4 To consider feedback regarding commercial hire rates and agree Pavilion Charging Rates for 2023-24

A paper, prepared by the Bookings & Facilities Assistant (BFA), was considered by the Council. In order to encourage more bookings by commercial hirers, it was Resolved that further to the Council's previous decision that the Clerk has authority to negotiate charge levels, there should be room for further discussion dependent on the type of extent of the booking (and a minimum level was agreed). A full day commercial booking could be offered a lower rate if the standard rate proves a stumbling block to gaining the new business, but this would then require that billing be in advance, for a fixed term, subject to review within 6 months and the booking would have to be for a significant block each week.

It was Resolved that the Introductory Community Rates should be increased (to £15ph from £13ph for the Main Hall). Other charges to remain the same and details regarding Commercial Rates to be removed from the website and replaced with information about how to contact the BFA to discuss.

ACTION: CLERK

9.5 To agree Outside Space Hire Charging Rates for 2023-24

It was Resolved that there would be no changes to the charging rates agreed in May 2022.

9.6 Scope of internal audit for of 2022/23 accounts

A document detailing the scope of the internal audit had been provided and it was considered by members. It was Resolved that the scope outlined should be approved.

9.7 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 provided. It was Resolved that the system of internal audit was effective.

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

The Statement of Internal Control had been provided and members considered the details. It was Resolved that the system of internal control was effective.

9.9 To note date for the internal audit of the 2022/23 accounts

The Annual Internal Audit of the 2022/23 accounts will take place on April 6th. The Annual Governance & Accountability Return would be completed and presented at the April meeting, after the Internal Audit had been completed.

ACTION: CLERK

10. ACCOUNTS FOR PAYMENT

10.1 It was resolved to note expenditure for February and to approve items for payment in March. A list of cheques, Bank transfers and direct debits (with supporting documentation) was provided and signed off by two councillors.

Payment Type	Description	Net £	VAT £	Gross £
February Payments (reported at February meeting in <i>italics</i>)				
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	16.64	0.00	16.64
DD	<i>Hiscox Annual Insurance Premium Monthly Payment</i>	446.37	0.00	446.37
DEBIT CARD	<i>Lebara Mobile SIM Only mobile contract</i>	4.95	0.00	4.95
DEBIT CARD	<i>123 Reg Domain subscription</i>	39.99	8.00	47.99
DEBIT CARD	<i>Amazon Castors for sofa/new key cabinet for plant room</i>	33.97	6.80	40.77
BANK TFR	<i>Came & Co (Gallagher) Cyber Insurance Package Renewal</i>	319.20	0.00	319.20
DEBIT CARD	<i>Able Electrical Ltd Reset of kitchen shutter</i>	45.0	9.00	54.00
BANK TFRS	<i>Staff Salaries & Expenses February 2023</i>	2938.09	0.00	2938.09
DD	British Gas Pavilion Gas January 23	286.57	57.31	343.88
DD	B&CE HSM Ltd – Pension People (The People's Pension)	290.67	0.00	290.67

DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	Npower (was E.ON) Unmetered Electricity Supply	88.41	4.42	92.83
DD	EE Mobile phone contract	9.02	1.80	10.82
DD	E.On Next Pavilion Electricity January 2023	545.78	109.16	654.94
DD	CPRE Annual Subscription 2023/24	36.00	0.00	36.00
BANK TFR	Gardens of England Trees for Price's Wood	1126.33	0.00	1126.33
BANK TFR	Sally Jolly Printing of Spring 23 edition of DG News	1319.00	0.00	1319.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing February 2023	836.91	167.38	1004.29
BANK TFR	Safeplay Playground Services Ltd Play equipment quarterly H&S Inspection	149.00	29.80	178.80
BANK TFR	Getting IT Working IT Support February 2023	150.00	0.00	150.00
BANK TFR	SDC Freighter Hire (February 2023)	125.02	25.00	150.02
DD	Shred Station Confidential Waste Disposal Service (Jan 23)	41.93	8.39	50.32
DD	Onecom Ltd Broadband & Telephone January 23	75.05	15.01	90.06
March Payments to date				
BANK TFR	KALC / EVENTBRITE Training Session Community Engagement (FE)	37.00	7.40	44.40
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DD	Hiscox Annual Insurance Premium Monthly Payment	446.37	0.00	446.37
DD	TV Licensing Pavilion TV Licence	159.00	0.00	159.00
DEBIT CARD	Lebara Mobile SIM Only mobile contract	4.95	0.00	4.95
BANK TFR	KCC (KCS) Photocopier Leasing	82.52	16.50	99.02
BANK TFR	Safeplay Playground Services Ltd Playground Maintenance and Repairs	2582.50	516.50	3099.00
BANK TFR	HMRC Shipley Qtr 4 2022-23 PAYE Tax & NI	3411.53		3411.53
BANK TFRS	Staff Salaries & Expenses March 2023	3091.92	0.00	3091.92
March Payments (expected but unconfirmed/not yet paid as at 14/03/23)				
DD	British Gas Pavilion Gas February 23	376.48	75.29	451.77
DD	B&CE HSM Ltd – Pension People (The People's Pension)	312.62	0.00	312.52
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	Npower (was E.ON) Unmetered Electricity Supply	78.67	3.93	82.60
DD	EE Mobile phone contract			

DD	E.On Next Pavilion Electricity February 2023	452.36	90.47	542.83
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing March 2023			
BANK TFR	Getting IT Working IT Support March 2023	150.00	0.00	150.00
DD	Shred Station Confidential Waste Disposal Service (Feb 23)	41.93	8.39	50.32
DD	Onecom Ltd Broadband & Telephone February 23			

ACTION: CLERK

11. PLANNING

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

11.1a Planning Application 23/00358/FUL

Location: 149-153 London Road

Development: Change of use of the ground floor commercial to residential use. Construction of a single storey rear extension, replacement of the roof with extensions with Juliette balconies. Alterations to fenestration. Demolition of existing outbuildings and the construction of a detached garage and sheds. Four parking spaces at the rear.

Recommendation: Objection – Resolved [Cllr. Hersey Abstained]

Comments to be included with the submission: The Parish Council remains concerned about the level of development proposed for this site. There have been no mitigations in this latest application to significantly address the concerns raised. The proposal is an over intensification of the use of the site; there remains a lack of parking for the number of dwellings proposed; access to the parking has yet to be agreed (and there is NO access right for construction traffic).

The Parish Council supports the concerns of neighbours and agrees with KCC Highways that a Construction Management Plan must be submitted and approved before any construction takes place, should permission be granted.

All previous comments to earlier applications are also to be provided for completeness.

ACTION: CLERK

11.1b Planning Application 23/00357/HOUSE

Location: 155 London Road

Development: The erection of a single storey rear extension, replacement of the roof with roof extension with Juliette balcony. Alterations to fenestration. Demolition of existing outbuilding and the construction of a detached garage and shed. Two parking spaces at the rear.

Recommendation: Objection – Resolved [Cllr. Hersey Abstained]

The Parish Council remains concerned that the parking remains inadequate and is not practical (you cannot move one car without moving the other) There have been no mitigations in this latest application to significantly address the concerns raised previously. Despite the claims of the applicant/their agents, access to the parking has yet to be agreed (and there is NO access right for construction traffic).

All previous comments to earlier applications are also to be provided for completeness.

ACTION: CLERK

11.1c Planning Application 23/00416/HOUSE

Location: Rosemount Morants Court Road

Development: Single storey rear extension, patio and alterations to workshop.

Recommendation: Comments Only – Resolved [Cllr. Lockey Abstained]

As this property lies within the Metropolitan Green Belt, the Parish Council defers to SDC Planning Officers to assess whether or not this application falls within the permissions of the guidelines for developments in the GB and whether or not the proposal is an allowable proportional increase in the size of the *original* footprint of the building. As a principle, the Parish Council is against development within the Green Belt but acknowledges that there are guidelines within which property owners are permitted to operate.

ACTION: CLERK

11.1d Planning Application 23/00257/HOUSE

Location: Renhold London Road

Development: Creation of vehicular access with driveway.

Recommendation: Comments Only – Resolved

The Parish Council is concerned that Kent Highways has not been consulted in regard to this application (which directly affects the Public Highway). The details and drawings supplied do not constitute professional information on which to base an informed decision. The plan for the proposed new access and driveway has been hand drawn with no indication of scale and there is no information with regard to materials to be used. This application is within the Metropolitan Green Belt and the Parish Council does not feel that sufficient detail or information has been provided, nor adequate or appropriate consultation has been made.

ACTION: CLERK

11.1e Planning Application 23/00459/HOUSE

Location: Pounsley House Pounsley Road

Development: Single storey rear & side replacement extensions. Roof extensions to dwellinghouse with associated internal alterations. Replace existing garage & laundry building with erection of annex outbuilding. Erection of a garage. Demolition of existing outbuildings. Rooflights.

Recommendation: To Be Confirmed

Members discussed the application and raised some concerns. There were details which required some clarification and the Clerk was requested to contact SDC Planning (as the response date was not immediate).

It was Resolved that a response would be drafted based on the issues that Councillors had raised and any feedback from SDC Planning. A draft response would then be issued to Members for approval and the details would be ratified at the April meeting.

ACTION: CLERK

11.2 PLANNING NOTIFICATIONS To note the decisions from SDC or the Planning Inspectorate.**11.2a Planning Application 23/00439/WTPO**

Location: Fort Halstead, Crow Drive, Halstead

Development: Various works to trees.

FO INFORMATION ONLY (No statutory requirement to publicise this application).

11.2b Planning Application 20/03660/FUL / Appeal Ref APP/G2245/W/22/3293204

Location: Chevening House, Chevening Road, Chevening

Development: Chevening Estate Parkland enhancement, including construction of landscaped mounds, new planting, surface water drainage and public access.

APPEAL ALLOWED & PLANNING PERMISSION GRANTED

11.2c Planning Application 22/03537/HOUSE

Location: 79A London Road

Development: Construction of enclosed front porch, single storey rear extension and installation of ground floor side window.

GRANT OF PLANNING PERMISSION: Subject to conditions

11.3 Land at Morants Court Road

Further to discussions at meetings over the last six months, photographs had recently been submitted to SDC to illustrate the level of development going on at the site. SDC had indicated that the case is currently being dealt with by the Environment Agency. Members felt that it was now appropriate to contact Laura Trott MP to ask her to intervene and establish what can be done to stop further activity on land that is covered by an Article 4 Directive and is in the Green Belt.

ACTION: CLERK

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Allotments – to consider and agree the charges for DGPC plots for 2023/24

It was noted that there have been no increases in charges for a decade. It was Resolved (Cllrs. Hersey & Parker abstained) that charges per annum should be increased (£10 to £12 small plots and £20 to £24 for large plots) with effect from 1st April 2023.

ACTION: CLERK

13. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

Concerns had been raised by a member of the public about the impact of the lack of parking restrictions near the junction of Station Road and London Road. Parking near to the Church Mews development is difficult to see when entering Station Road from London Road southbound and vehicles travelling towards that junction from Station Road can find themselves on the wrong side of the road when passing parked vehicles. Cllr. Bayley (SDC) had also been contacted and had indicated that she could raise the matter with KCC Highways, but that Parish Council support would likely be required.

Whilst Members could understand the concerns, they did feel that with the limited on road parking available in Dunton Green that the matter should be looked into and consulted on. It was Resolved that the Parish Council support plans to review the situation.

ACTION: CLERK

14. EVENTS

14.1 DGPC Events: to note/consider feedback/updates/requirements:

14.1a Annual Parish Meeting / Parish Reception (Weds 29th March 7pm)

It was noted that plans were in progress for provision of refreshments.

15. CORRESPONDENCE

15.1 Members considered or noted correspondence received since the February 2023 meeting (noted unless otherwise indicated):

15.1a CCLA [Email] – Public Sector Deposit Fund yield information

15.1b KLC/KCC [Email] – Armed Forces Awareness Training (27/03/23)

15.1c Residents [Email] – Requests for checks re McCarthy Stone development (following removal of hoarding)

15.1d Local Councils Update – March 2023

15.1e Clerk & Councils Direct – March 2023

15.1f Resident [Email] – Follow up regarding McCarthy Stone development

15.1g Resident [Email] – Concerns following Chevening House (Parkland Scheme) Appeal being allowed*

15.1h Resident – Complaint re noise from sports fencing (Longford Meadow)**

15.1i KCC Community Services Consultation

* The Clerk had responded to the resident and had provided contact details for SDC and KCC.

**The Clerk had responded and the fence suppliers had been contacted to see if there is anything that can be done to muffle the sound (work in progress).

16. DATE OF NEXT MEETING

16.1 April 11th, 2023 (7.30pm) – Dunton Green Pavilion

17. PUBLIC SESSION

None.

The meeting closed at 9.05pm.