



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 16th MAY 2023 at 7.30pm

It was Agreed that the first Public Session (Agenda Item 0) should be moved to follow Agenda Item 5, so that the administrative element of the Annual Meeting of the Parish Council could be completed first.

All five councillors elected uncontested at the May 2023 Elections had signed and had witnessed Declarations of Acceptance of Office prior to the start of the meeting.

01. ELECTION: CHAIRMAN

Chairman: Cllr. England

Election of this candidate was Resolved unanimously.

02. DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed a declaration of acceptance of this office, witnessed by the Clerk.

03. PRESENT / APOLOGIES

Present: Cllrs. England, Copeland, Gomes-Chodynietcki, Hersey

Apologies: Cllrs. Carrol, Bayley (SDC)

In attendance: Tracy Godden (Clerk), Wendy Jackson (Bookings & Facilities Assistant), Cllr. Chard (KCC), Cllr. Clack (SDC), Resident, 3 Co-Option Candidates – Paul Lockey, Annie Norton, Andy Lapham

04. CO-OPTION

To co-opt additional members of the Council, following the result of the Election of 4th May 2023 when five councillors were elected uncontested, leaving six vacancies.

Four former Parish Councillors had submitted co-option application forms, which were considered by the Council. It was Resolved to Co-opt Paul Lockey, Annie Norton, Andy Lapham and Debbie Parker.

Cllrs. Lockey, Norton and Lapham signed a declaration of acceptance of this office, witnessed by the Clerk and joined the meeting table.

Cllr. Parker would be asked to sign as soon as possible, outside of the meeting.

ACTION: CLERK/DP

05. ELECTIONS: VICE CHAIRMAN / COMMITTEES / REPRESENTATIVES

The Council was requested to elect members to the following positions:

4.1 Vice-Chairman: Cllr. Lockey

Election of this candidate was Resolved unanimously.

The Vice- Chairman signed a declaration of acceptance of this office, witnessed by the Clerk.

The Council was requested to consider the appointment of the following committees and, if appropriate, to elect members to the following committees:

5.2 Finance & General Purposes Committee: Cllrs. England, Hersey, Lockey, Gomes-Chodynietcki & Norton

It was Resolved unanimously that these candidates be elected to the committee.

The following Terms of Reference for the Finance & General Purposes Committee were Resolved:

Name of Committee:	Dunton Green PC Finance & General Purposes Committee
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Quorum:	3 councillors
	<p>Terms of Reference (meetings will be held as required from time to time to fulfil the following responsibilities):</p> <ul style="list-style-type: none"> • To undertake on behalf of the Parish Council the overseeing of financial matters and reporting to Parish Council meetings • To assist and advise the Responsible Financial Officer in all matters including the preparation of the monthly, quarterly and annual accounts • To monitor expenditure and income against the approved Parish Council Budget • To prepare the annual budget and precept, with associated information for presentation to the full Council • To ensure that the correct procedures are adopted and followed for all purchases and that the correct application is made of the tender process • To review tenders with the relevant committee and to make recommendations relating to these tenders for adoption by the full council. • To be proactive in pursuit of ways to improve the financial income of the Council • To recommend to the council on the appointment of the internal auditor • To assist the Responsible Financial Officer in the monitoring of the receipt and expenditure of Community Infrastructure Levy (CIL) monies

5.3 Planning & Development Committee: ALL Councillors

It was Resolved unanimously that these candidates be elected to the committee.

The following Terms of Reference for the Planning & Development Committee were Resolved:

Name of Committee:	Dunton Green PC Planning & Development Committee
Quorum:	As per DGPC Standing Orders for full Council: 4 councillors
	<p>Terms of Reference:</p> <ul style="list-style-type: none"> • To consider matters otherwise not dealt with at full Council pertaining to planning, especially planning applications referred to the Council by the Planning Authority and make delegated decisions concerning the suitability of any proposed development in the light of public knowledge and precedent. • To consider, in the best interests of Dunton Green, proposals for development within or affecting Dunton Green. • To be responsible for setting up, reviewing, monitoring and taking forward strategic plans that encompass the Parish Council's aspirations for Dunton Green in relation to any development proposed for Dunton Green • To involve the community in the development of the strategic plans as far as possible, considering the best means by which to achieve this so that the plans have community support. • To undertake on behalf of the Parish Council the overseeing of financial matters relating to these strategic plans (to feed into the budget process at least annually), investigating of funding opportunities to support the strategic plans and reporting to Parish Council meetings. This is to include Community Infrastructure Levy (CIL) monies and how they might be spent. • To revisit on an at least annual basis the viability of undertaking exercises, such as the production of a Neighbourhood Plan, Village Statement or other form of Supporting Document, that might feed positively, and with weight, into planning decisions made for Dunton Green • To consider Community-Led Housing &/or Community Land Trust alternatives (or other equivalent style schemes of housing) for the provision of Local Needs Housing that is available for local people, is genuinely affordable to local people and is held in perpetuity

	as housing stock for the village and to explore this as an alternative to the social/affordable housing mixes demanded from developers by Sevenoaks District Council.
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The Council is requested to elect members to the following positions:

5.4 Councillor responsible for Allotments: Cllr. Hersey

It was Resolved and Agreed that this candidate be elected.

The Council was requested to consider the validity of the following positions on outside bodies and, if appropriate, to elect members to the following positions:

5.5 KALC Representative(s): Cllrs. Hersey and England

It was Resolved and Agreed that these candidates be elected.

5.6 Representative on Village Hall Management Committee: Cllr. Copeland

It was Resolved and Agreed that this candidate be elected.

5.7 Representative on Donnington Hall Management Committee: Cllr. Lapham

It was Resolved and Agreed that this candidate be elected.

5.8 Representatives on the Fort Halstead Working Group

The Working Group had not met in several years. It was Agreed that representatives did not need to be appointed but should the Working Group be resurrected, this decision would be reviewed.

00. PUBLIC SESSION

Cllr. Chard (KCC) was welcomed. Cllr. Chard commented that he would be willing to assist with any items raised by the Parish Council on its Highways Improvement Plan (HIP). The HIP is not for reporting routine maintenance items (such as potholes) and the Clerk confirmed that it was currently being updated for submission to KCC (and the Clerk will ensure Cllr. Chard is on copy).

ACTION: CLERK

Cllr. Chard had been contacted by a resident complaining about the speed of vehicles on (Old) London Road where there is currently a 40mph limit. The Clerk commented that this was an area where DGPC had suggested a speed indicator device (SID) could be placed but had been advised that it was not possible outside of 30mph zones, begging the question why this wasn't a 30mph.

Cllr. Chard talked about the possibility of average speed cameras along London Road (from Polhil through the village). There had been issues on the A25 in Westerham/Brasted and a pilot scheme had seen average speed cameras installed. Cllr. Chard felt Dunton Green was similar, suffering from the impact of diverted motorway traffic. A second trial was currently taking place at Harrietsham (nr Maidstone) but Cllr. Chard felt, with the Parish Council's support, that Dunton Green could be considered as another location.

The Clerk would write to Cllr. Chard with regard to this.

ACTION: CLERK

Cllr. Chard advised that he is the Chair of a small cross party bus group and is getting confirmation of buses for the September 2023 school start (to avoid the chaos and concern that there has been last year). Cllr. Chard also has a limited Member Grant and applications for financial assistance for projects from the Parish Council would be welcomed.

Cllr. Clack (SDC) was welcomed as the new Dunton Green & Riverhead ward representative for Sevenoaks District Council. It was noted that following Peter Fleming losing his SDC seat at the elections, the Conservative Party had elected a new leader, Julia Thornton (who is expected to be formally elected as leader of the full District Council w/c 22nd May). Cllr. Clack is working with Cllr. Bayley (SDC) to get a bus route extended from Tesco into the village (the No. 8), following feedback from a pre-election survey.

Cllr. Lapham commented that hospitals in Pembury and Farnborough cannot be accessed from Dunton Green by public transport and that if KCC/SDC are serious about reducing emissions, air pollution etc something needs to be done to provide buses and alternatives to using cars. Cllr. Chard commented that there is an issue because of Transport for London (TFL) and an inability to interface with their services around Farnborough which does need to be addressed somehow. And that there is a disconnect with SDC covering air pollution, neither KCC nor SDC commissioning public transport and the fact that there needs to be a critical mass to make provisions viable.

Cllrs. Chard and Clack were thanked.

Cllr. Chard (KCC) left the meeting.

06. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 11th April 2023 as a true and accurate record.

07. REQUESTS FOR DISPENSATIONS

The Clerk had received from eight members (five elected uncontested and three co-opted) Member Dispensation forms for the purposes of the budget and Precept setting for the period 2023 to 2027 (next election). These had been approved by the Clerk. The Clerk would follow up with the ninth (co-opted) member.

08. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr. Lapham – Item 15.2d Planning Application 23/00951/HOUSE (personal acquaintance of applicants)

09. GENERAL ADMINISTRATION

9.1 Policies: to consider

9.1a Review of existing policies

9.1ai Standing Orders

Last reviewed in 2021. No new models since 2021. There were no suggestions for any amendments, and it was Resolved to approve the current version.

ACTION: CLERK

9.1aii Financial Regulations

Last reviewed in 2021. No new models since 2021. There were no suggestions for any amendments, and it was Resolved to approve the current version.

ACTION: CLERK

9.1aiii Code of Conduct

The Local Government Association (LGA) model adopted in 2021. The only 'change' is an annotation to the actual Model to indicate it has been adopted by DGPC (rather than formatting as per other DGPC policies). No updates have been made to the Model since it was last adopted. There were no suggestions for any amendments, and it was Resolved to approve the current version.

ACTION: CLERK

9.1aiv Publication Scheme (Freedom of Information)

Last reviewed in 2017. The document has been updated to reflect where items are now freely available on the website, the updated (Pavilion) address for the Parish Council and includes the DGPC logo. There were no suggestions for any further updates or amendments, and it was Resolved to approve the amended version.

ACTION: CLERK

9.2 Learning Opportunities (Cllr & Staff): to consider what has been undertaken, booked and is available

The Clerk advised Members that there are various Post Election Learning Events planned by KALC and she would share timings (although details of training sessions are available at KALC's website). SDC is planning Code of Conduct training for Town & Parish Councillors on Thursday 21st September (time TBC), which Members noted. Councillors have committed to training by virtue of signing their Declarations of Acceptance of Office.

ACTION: CLERK/ALL

9.3 The Central Digital and Data Office (CDDO) Small Organisation Helper Service (SHOS) Pilot Scheme

The Clerk confirmed that the Parish Council had been accepted as a participant in the .gov.uk scheme (which is the CDDO's SOHS Pilot Scheme). The Clerk had completed an initial survey and was awaiting the date of meeting to meet the project team.

ACTION: CLERK

10. DGPC REPRESENTATIVES – EXTERNAL BODIES

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

Cllr. Hersey had attended an interesting meeting of the KALC Sevenoaks Area Committee on 14th April where there had been a presentation from Go Coach about the problems bus/coach operators have in providing economically viable routes. One perceived issue raised was that of KCC staff living nowhere near Kent or having any proper interface with the bus operators.

11. CLERK'S REPORT

The Clerk's report was received.

Community Infrastructure Levy (CIL) Report 2022-23

The report for 2022-23 has been completed and submitted to SDC. There was a question mark around the validity of spending money on hanging basket poles, but the Clerk argued that the spend met the criteria for use of CIL receipts under CIL Regulation 59. It was argued that the objective is to enhance additional public spaces and the street scene in Dunton Green so that all residents feel that their part of the village is included/considered (an improvement to green infrastructures) and believes that the enhancement of the open spaces has a positive impact on mental health & wellbeing (improvement of social infrastructure). These improvements are part of the overall plan to make Dunton Green a more attractive place to live and encourage people to take a pride in the village. SDC's Legal Team conceded that the spend was valid.

Community Infrastructure Levy (CIL) Receipts

The Parish Council has received £114k of CIL receipts in April 2023. £113k from the McCarthy Stone development and £250 from 12 Lennard Road.

Recreation Ground Lit Bollard Damage

Members had been advised of damage to a bollard at the recreation. A decision had been taken that the bollard should be replaced (£354.17 plus VAT) and protection measures (£496 plus VAT) should be installed to help prevent any further damage to two lit bollards adjacent to the car park.

It was Resolved to Ratify the decision.

It was noted that the person who had caused the damage had reimbursed the Parish Council for the cost of the repair.

Pavilion External Lights – RCBO Installation

Following works to the lit bollard, the electrical contractors are advising that the Pavilion's external lights be RCD protected. They are not currently and as the fittings are in the public domain the recommendation is that the circuits are compliant with the current regulations and are RCD protected. This would involve replacing the 3 current breakers for the external lights to RCBOs Cost £287.50 plus VAT.

[RCD Vs. RCBO: What is the Difference? RCDs can protect against electric shocks, residual currents, and earth faults. On the other hand, RCBOs can do what RCDs can do and protect a circuit from short circuits and overload.]

It was Resolved to accept the quotation.

ACTION: CLERK

12. COMMUNITY DEVELOPMENT & SAFETY

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

The Clerk confirmed that there had been some issues with the use of electric scooters in the village, including the recreation ground. A young person had been identified from CCTV images (having absconded when the PCSO had arrived at the Recreation Ground and spoke with other young people). The PCSO visited schools, the young person was identified, and he was visited, and a Section 59 Notice was served.

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

Kent Panthers Basketball has restarted for the year and Kwik/Mini Cricket has also commenced.

13. FINANCE

13.1 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 30th April), 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.

It was noted that both CIL monies and the first instalment of the Precept had been received.

BANK RECONCILIATION TO END 30/04/2023

Description	Value £	Value £
Cash in hand 01/04/2023		£117,495.28
ADD Receipts 01/04/2023 – 30/04/2023		£186,640.48
TOTAL		£304,135.76
SUBTRACT		
Payments 01/04/2023 – 30/04/2023		£17,478.38
A: Cash in hand 30/04/2023		£286,657.38
Cash in hand per Bank Statements		
NatWest Reserve 30/04/2023	£189,925.40	
NatWest Current 30/04/2023	£15,605.56	
CCLA Public Sector Deposit 30/04/2023	£41,126.42	
CCLA Local Authorities Property Fund 31/03/2023	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£286,657.38
Less unrepresented cheques		£0.00
TOTAL		£286,657.38
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£286,657.38

The Clerk indicated that there would be an item on the June agenda to review the Parish Council's investments strategy, with a view to potentially adding funds to the two CCLA accounts and possibly opening additional bank accounts.

ACTION: CLERK

14. ACCOUNTS FOR PAYMENT

14.1 It was resolved to note expenditure for April and to approve items for payment in May. A list of cheques, Bank transfers and direct debits (with supporting documentation) was provided and

signed by two councillors.

Payment Type	Description	Net £	VAT £	Gross £
April Payments (reported at April meeting in italics)				
BANK TFR	<i>CJS Plants Hanging baskets & planters Summer 23</i>	2900.00	580.00	3480.00
BANK TFR	<i>Kent Panthers Basketball sessions (Apr to Dec 23 – 30 sessions)</i>	1650.00	0.00	1650.00
BANK TFR	<i>Diane Carey/The Kitchen APM Buffet</i>	250.00	0.00	250.00
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	16.64	0.00	16.64
DEBIT CARD	<i>Royal Mail Online Postage Stamps (ahead of price increase)</i>	134.00	0.00	134.00
DEBIT CARD	<i>Lebara Mobile SIM Only mobile contract</i>	4.95	0.00	4.95
DD	<i>Hiscox Annual Insurance Premium Monthly Payment</i>	446.37	0.00	446.37
DD	<i>Shred Station Confidential Waste Disposal Service (Feb 23)</i>	41.93	8.39	50.32
DEBIT CARD	<i>Amazon Phone adaptor</i>	6.99	0.00	6.99
BANK TFR	<i>Mrs F England Travel expenses (Planning Conference) / APM Refreshments</i>	68.07	0.00	68.07
BANK TFRS	<i>Staff Salaries & Expenses April 2023</i>	2966.41	0.00	2966.41
BANK TFR	<i>Mr L Robbins Internal Audit 2022-23 Visit & Report</i>	150.00	0.00	150.00
DD	<i>British Gas Pavilion Gas March 23</i>	77.05	3.85	80.90
BANK TFR	<i>KALC Annual Subscription 2023-24</i>	1053.20	210.64	1263.84
BANK TFR	<i>Scribe Annual Accounting Software Licence Renewal 2023-24</i>	561.60	112.32	673.92
DD	<i>Peoples Partnership (Pension)</i>	286.63	0.00	286.63
DD	<i>SAGE UK Ltd Payroll software</i>	7.00	1.40	8.40
DD	<i>Npower (was E.ON) Unmetered Electricity Supply</i>	86.23	4.31	90.54
DD	<i>E.On Next Pavilion Electricity March 2023</i>	438.01	87.60	525.76
DD	<i>Shred Station Confidential Waste Disposal Service (Mar 23) including Annual Duty of Care Charge</i>	79.18	15.84	95.02
DEBIT CARD	<i>Amazon Office Supplies</i>	74.78	14.98	89.76
BANK TFR	<i>KCC Photocopier Leasing</i>	67.73	13.55	81.28
DEBIT CARD	<i>Amazon Pavilion Supplies</i>	25.99	5.20	31.19
BANK TFR	<i>Streetlights Repair Column 43 - Rye Lane</i>	175.00	35.00	210.00
BANK TFR	<i>Streetlights Annual Maintenance Contract (Payment 1 of 2)</i>	880.02	176.00	1056.02
BANK TFR	<i>Mr K Wilson</i>	385.00	0.00	385.00

	Sports Sessions (Kwik Cricket Spring 23)			
DD	EE Mobile Phone Contract	10.31	2.06	12.37
DEBIT CARD	Signomatic Acrylic sign	51.23	0.00	51.23
BANK TFR	Getting IT Working IT Support April 2023	150.00	0.00	150.00
BANK TFR	Gardens of England Grounds Maintenance April 2023	3054.70	0.00	3054.70
DD	Onecom Ltd Broadband & Telephone	90.18	18.04	108.22
May Payments to date				
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DEBIT CARD	Lebara Mobile SIM Only mobile contract	4.95	0.00	4.95
DD	Hiscox Annual Insurance Premium Monthly Payment	446.37	0.00	446.37
DD	British Gas Pavilion Gas March/April 23	149.60	7.48	157.08
BANK TFRS	Staff Salaries & Expenses May 2023	2906.75	0.00	2906.75
DEBIT CARD	Able Electrical Ltd Recreation Ground lit bollard replacement	354.17	70.83	425.00
BANK TFR	Mrs W Jackson Expenses (Pavilion Supplies)	12.97	0.00	12.97
DD	Peoples Partnership (Pension)	284.40	0.00	284.40
BANK TFR	SLCC Enterprises Ltd Webinar (Clerk's Training)	30.00	6.00	36.00
May Payments (expected but unconfirmed/not yet paid as at 16/05/23)				
DEBIT CARD	Amazon Pavilion Supplies (paper towels)	30.09	6.01	36.10
DEBIT CARD	Amazon Pavilion Supplies (Black sacks tea bags (Age UK))	31.41	3.08	34.49
DD	Castle Water Pavilion Water	315.63	0.00	315.63
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	E.On Next Pavilion Electricity April 2023	331.48	66.30	397.78
DD	Shred Station Confidential Waste Disposal Service (Apr 23)	41.93	8.39	50.32
DD	Information Commissioner's Office Annal Data Protection Fee	35.00	0.00	35.00
BANK TFR	Chairman's Allowance	400.00	0.00	400.00

ACTION: CLERK

15. PLANNING

15.1 CURRENT PLANNING To ratify comments submitted to SDC between meetings.

15.1a Planning Application 23/00963/HOUSE

Location: Trenley 68 London Road

Development: Planting of wooden stakes and bamboo frames for pleached trees in rear garden.

Recommendation: Objection

The Parish Council recommends that the application is not granted on the following grounds:

The details in the documentation provided do not indicate where in the garden the trees have been planted (the application being retrospective); the application detail is therefore lacking. The approximate location of the new trees has only been established following reports from neighbour comments (the site not being visible from London Road).

A neighbour has concerns about loss of light as a result of the installation of the trees, but particularly the supporting stakes and frames. The Parish Council concurs that loss of light to a neighbouring property is a material consideration and grounds for an objection.

It was Resolved to Ratify the response submitted.

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

15.2a Planning Application 23/00963/HOUSE AMENDED

Location: Trenley 68 London Road

Development: Planting of wooden stakes and bamboo frames for pleached trees in rear garden.

NOTE: Comments regarding this application were submitted 28/04/23. The application has subsequently been amended (the extent of the development is now marked on the block plan).

Recommendation: Objection - Resolved

There is nothing in the amended application which the Parish Council views as addressing the concerns that it has previously raised and so the previous response submitted (28/04/23) remains valid.

15.2b Planning Application 23/01171/HOUSE plus AMENDMENT

Location: Rugby House London Road

Development: Demolition of existing conservatory. Two storey rear addition and single storey rear addition.

Construction of new storey and a half side and rear extension. Construction of a single storey rear extension. New off street parking arrangement with dropped kerb and new access point. Juliet balcony.

The application has been amended from its original form, and now reflects all of the proposed works.

Recommendation: Objection - Resolved

Dunton Green Parish Council recommends that this application be refused on the following grounds:

1. Development in the Green Belt (DGPC on principle objects to all development on the Green Belt)
2. Concerns about the extent of the development; DGPC seeks assurances from SDC that should this development be permitted that the 50% rule is not being exceeded
3. The site can clearly be seen from the public road, contrary to the statement in the application form

The Parish Council does, however, acknowledge that there is provision for off road parking within the proposal, which is to be encouraged.

Cllr. Gomes-Chodyniewski left the meeting.

15.2c Planning Application 23/00257/HOUSE AMENDED

Location: Renhold London Road

Development: Creation of a vehicular access with driveway.

NOTE: Comments regarding this application were submitted 15/03/23. The application has subsequently been amended (the applicant has reduced the size of the pillar within the visibility splay to 0.6m, and the proposed materials have been confirmed in writing).

Recommendation: Comments Only – Resolved

The Parish Council notes that there has been an adjustment to the heights of the pillars and that materials have now been specified. The Parish Council has nothing further to add to its previous comments (17/03/23) and bows to the expertise of SDC & KCC in reaching a decision with regard to this proposal.

ACTION: CLERK

15.2d Planning Application 23/00951/HOUSE

Location: 4 Donnington Road

Development: Single storey rear extension, with rooflights and alterations to fenestration.

Recommendation: No Comment – Resolved [Cllr. Lapham Abstained]

ACTION: CLERK

15.3 PLANNING NOTIFICATIONS To note the decisions from SDC or the Planning Inspectorate.

15.3a 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.

GRANT OF PLANNING PERMISSION: Subject to conditions

15.4 LAND AT MORANTS COURT ROAD

To receive an update regarding progress with clearing this site of imported material (if available).

The Clerk had provided Councillors with updates by email regarding this land following an enquiry from a member of the public and liaison with SDC. The Clerk had spoken with Planning Enforcement, SDC saying that for now the matter is with the Environment Agency (EA) and that as the landowner is 'willing to comply' with removing material SDC will not be taking the matter further at the moment. That said, the EA will require material to be removed to an agreed location, not just picked up from Dunton Green and dumped elsewhere and there seems to be no timeframe for this being achieved. Further to this, it looks as if the 'owner' has extended a scaffold platform erected on the site. It was noted that there had been a stop order placed on the land between December 2022 and March 2023.

Members queried why SDC could not take enforcement action under Article 4, as this latest development seems to have crossed a line into planning? Members also felt that SDC could find other landowners from the Land Registry as the person importing materials to site is blatantly trespassing on land that is not theirs. It was suggested that support might be available from other agencies who are interested in the AONB and SSSIs. The Clerk would follow up with regard to who those agencies might be and who conducts enforcement for them.

ACTION: CLERK

15.5 CHEVENING ESTATE – PARKLAND SCHEME LIAISON GROUP

To consider an invitation for a councillor to join a liaison group as a DGPC representative, to be kept informed of the progress of the scheme and raise any concerns.

Members were not minded to have a representative on the liaison group. The consensus of opinion was that this was a meaningless gesture and would ultimately be nothing more than a talking shop that has no powers to actually improve anything, planning permission having been granted against the wishes of the local community.

ACTION: CLERK

16. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

16.1 Grounds Maintenance: to review plans/projects for spring/summer 2023

The Clerk asked Members if there were any additional projects that should be considered. Projects were discussed as follows:

16.1a Recreation Ground kissing gate fencing – this has been damaged again and a more robust solution should be found.

ACTION: CLERK

16.1b Wooded area near the outside gym equipment in the Recreation Ground– a new fencing solution needs to be found to block access to/from the recreation ground and the adjacent land

ACTION: CLERK

16.1c New Christmas Tree planting – this has not yet happened, and it is now assumed that this will be delayed until the autumn. The Clerk is to liaise with the Grounds Maintenance team for an update.

ACTION: CLERK

The new hanging basket poles had been installed and were looking very good. It was noted that they seemed quite high off the ground (even considering height clearance requirements) but it was conceded that this then meant that it would be much harder for baskets to be stolen.

16.2 Pavilion signage: to discuss quotation (if available)

The Clerk had met with a contractor with regard to some signage for the Pavilion and car park. A quotation had been received to supply and install DG Pavilion sign (including logo) for front of building; logo only signs (one for side and one for rear of building); entrance sign (directional arrow) for front of building; entrance sign for main door (vinyl); signage for above intercom buzzer and a car park barrier sign with logo, speed restriction, height details and parking information at a total cost of £800 plus VAT.

It was Resolved to accept the quotation.

ACTION: CLERK

A second quotation for supply and installation of signage for DGPC land assets and the bus shelter will be provided when details of locations and sign size are confirmed with the contractor.

ACTION: CLERK

17. EVENTS

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

17.1a Annual Fireworks event: to consider when a final decision needs to be made regarding whether this event will be reinstated for 2023

There was some discussion around a proposed date for the event, 23rd September having been mooted at the April meeting. It was also noted that there were now two volunteers available to assist with the running of the event.

It was Resolved that the event will go ahead, and the date was set for Saturday 30th September.

ACTION: CLERK

Resident Bonnie Tarling offered her assistance with events having experience of event management in a previous work role. It was agreed that Ms Tarling should contact the Clerk so that the matter could be discussed further, and Ms Tarling was thanked for her generous offer of assistance.

ACTION: BT/CLERK

18. CORRESPONDENCE

18.1 Members considered or noted correspondence received since the April 2023 meeting

18.1a Local Councils Update – May 2023

18.1b CPRE – Kent Countryside Voice Spring/Summer 2023

18.1c KALC [Email] – Expressions of Interest for KCC's Kent Plan Tree project
Clerk to forward information to members. **ACTION: CLERK**

18.1d KALC [Email] – PC Community Cost of Living Grant Scheme criteria

18.1e Sevenoaks Samaritans [Email] – Supporter Update Q1 2023

18.1f Clerks & Councils Direct – May 2023

18.1g Allotment & Leisure Gardener Magazine – Issue 2 2023

18.1h KCC [Email] – Kent Bus Service Changes Bulletin Apr-Jul 2023

18.1i Resident [Email] – Complaint about littering (Longford Spinney, Mill Road)

It had been suggested by the resident that removal of litter bins would resolve the issue. Members did not agree, and litter bins would remain in place. The Clerk had already contacted the fishing club (whose members had been accused of depositing the bags of litter by the bins) and had been advised that members had been reminded to take their litter home.

18.2 To consider a review of DGPC's internal and external communications and suggestions for next steps

The Clerk commented that the current methods of communication were not working as well as they could for anyone. The Clerk explained that she wanted to conduct a survey of members to establish what their preferred methods of communication might be so that they could develop a system whereby the Clerk received responses needed in a timely manner, but which offers members what they need. An initial suggestion when discussing this was the use of WhatsApp as a potential means of alerting members to urgent matters that need attention. The

feedback from a survey would help inform the Parish Council's ambitions to move to a cloud-based document system and assist with the gov.uk project. The Clerk would also seek views on external communications style and formats.

Members agreed that this was a positive step, and the Clerk would contact Members ahead of the June meeting.

ACTION: CLERK/ALL

19. DATE OF NEXT MEETING

19.1 June 13th, 2023 (7.30pm) – Dunton Green Pavilion

20. PUBLIC SESSION

None.

The meeting closed at 8.59pm.