



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 13th JUNE 2023 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. England, Copeland, Gomes-Chodynietki, Parker, Hersey, Carrol, Norton, Lapham

Apologies: Cllrs. Lockey, Clack (SDC), Chard (KCC), Wendy Jackson (Bookings & Facilities Assistant)

In attendance: Tracy Godden (Clerk), Cllr. Bayley (SDC), Resident

02. CO-OPTION

No applications for consideration.

03. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 16th May 2023 as a true and accurate record.

04. REQUESTS FOR DISPENSATIONS

Member Dispensation forms for the purposes of the budget and Precept setting for the period 2023 to 2027 (next election) had now been received (and approved by the Clerk) for all members.

05. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllrs. England, Parker and Hersey – Item 12.2a Planning Application 23/01567/HOUSE (reside in the same road).

06. GENERAL ADMINISTRATION

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

The Clerk advised that there were opportunities to attend information sessions on emergency preparedness with the Kent Resilience Forum and various conferences and webinars with KALC, should members be interested in attending.

6.2 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Bayley (SDC) confirmed that Outline Planning Permission has been granted for the Sevenoaks Quarry site. Whilst not in Dunton Green there is likely to be an impact on infrastructure particularly once construction starts (which is not anticipated for some years yet). The project will evolve between now and 2040. SDC councillors will split attendance at DGPC meetings and it seems probable that only one meeting will be missed, due to a full SDC meeting. Cllr. Bayley asked that residents with planning comments or concerns be directed to Cllr. Clack in the first instance as Cllr. Bayley will be unable to comment whilst a member of the Development Management Committee. There are some proposals for Chipstead Lane (regarding access) which could have an impact on Dunton Green residents. Cllr. Bayley also commented that a Boundary Review may be due (looking at District Council wards and boundaries).

6.3 Collaboration on .gov Domain Pilot: to note progress of this project

Both the Clerk and the Chairman have been interviewed by the project team and have completed questionnaires. The next stage of the project is a webinar/workshop, timings for which have yet to be confirmed.

07. DGPC REPRESENTATIVES – EXTERNAL BODIES

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

Cllr. England had attended a meeting of the Joint Transportation Board (JTB) where there was discussion around cycle routes and 20mph zones in Sevenoaks and the desire for both being hampered by the width of roads. Additionally, with the changes in political leadership of the Town Council, it seemed likely that there would be additional consultation. It was noted that Dunton Green is not included in the proposed cycle routes (having previously been included in SDC's Cycle Strategy 2012), which is very disappointing.

Cllr. England has also attended a recent meeting of the KALC Sevenoaks Area Committee. There had been a presentation on the newly adopted Sevenoaks Town Neighbourhood Plan which had been ten years in the making and had cost £100k to complete. It has been an informative session led by Linda Larter (Town Clerk), highlighting how much things have changed since the project started (much more demand now for eco solutions and a changing demographic in Sevenoaks).

08. CLERK'S REPORT

The Clerk's report was received.

Play Equipment Damage

Damage was identified by Safeplay during a recent inspection. They have advised that parts cannot be purchased to enable a repair and suggest full replacement of the item (at c£1800 plus VAT). Wendy Jackson (Bookings & Facilities Assistant) has confirmed that this kit was in fact repaired last June and has provided further details and comparison photos for members to view. However, it is now rocking in the ground again and further damage has been done to the handlebars. It has been suggested that a welding repair could be carried out.

Members to discuss and agree a way forward.

It was Resolved that a completely new piece of equipment should replace the unit that has suffered damage two years in a row. The Clerk was asked to obtain options from the supplier.

ACTION: CLERK

Pavilion Cleaning

Unfortunately the cleaner has resigned but Bishops were able to recruit a new cleaner to start almost immediately.

Replacement mobile building for school

Cllr. Nick Chard (KCC) has confirmed that a new mobile building is to replacement the now demolished 'after school club' building. The school is chasing this and Cllr. Chard has said best case is that it will be ready for the start of the next academic year (bureaucracy and process willing).

Freedom of Information (Fol) Request

The Clerk has been contacted with a request to view minutes unavailable on the website (specifically of interest 2005-2015). The request was made by email and the Clerk has requested a full name before proceeding any further, but has informed the enquirer that, as per the Parish Council's Fol Publication Scheme hard copies can be provided at £1 per copy. There has been no response to the reply to date.

Communications Survey

The Clerk has not yet issued a survey but has started a process whereby Councillors are messaged via text to inform them that there is information that they need to access and action. A survey will be compiled when there is a better idea of what options might be available to the Parish Council if there is a move to a cloud-based IT system.

SDC Councillors – Committee Responsibilities

Cllrs. Bayley and Clack have confirmed which SDC committees they sit on. There will be some instances through the year when SDC councillors have SDC commitments that clash with DGPC meetings, but this seems to impact Cllr. Clack's availability more than Cllr. Bayley's.

Voter Numbers Dunton Green

The Clerk has obtained some information regarding voter numbers across Dunton Green & Riverhead from the May 2023 election. Turn out (excluding postal votes) in Dunton Green (20%) was significantly lower than in Riverhead

(33%) but the potential number of votes is significantly higher (Dunton Green having a larger population and number of potential electors). This information may prove useful if there is a Boundary Commission review in the future.

A question was raised with regard to whether the requirement to have Voter ID had adversely impacted voter turnout in Dunton Green. The Clerk would seek an opinion from SDC (and a comparison of previous voter levels, if available).

ACTION: CLERK

09. COMMUNITY DEVELOPMENT & SAFETY

9.1 Anti-Social Behaviour – to note or consider any issues brought to the attention of the Parish Council (including Local Police Newsletter)

The Local Police Newsletter and Kent PCC News (Special Edition 2023) were noted. There had been an allegation of drug taking/dealing going on a 'daily' basis in Price's Wood, unsubstantiated by any reports to the Police or contact with the Parish Council. The person who had made the claim has been advised to contact the Police whenever there is an incident in order to build up information and allow the Police to deploy its limited resources as effectively as possible.

9.2 Kent Police Community Safety Unit: to note latest details of new model

The new policing model commenced on 6th June. In Sevenoaks there are 6 Beat Officers (where there should be 12) and PCSOs have been deployed to Task Teams. They are no longer an immediate point of contact, Beat Officers are. PC Peter Wilson has been allocated to 4 areas, including DG & Riverhead. Initial contact has yet to be made.

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

No updates.

10. FINANCE

10.1 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 31st May 2023), 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 31/05/2023

Description	Value £	Value £
Cash in hand 01/04/2023		£117,495.28
ADD Receipts 01/04/2023 – 31/05/2023		£190,028.23
TOTAL		£307,523.51
SUBTRACT		
Payments 01/04/2023 – 31/05/2023		£31,746.30
A: Cash in hand 31/05/2023		£275,778.21
Cash in hand per Bank Statements		
NatWest Reserve 31/05/2023	£190,109.86	
NatWest Current 31/05/2023	£4,541.93	
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		£275,778.21
Less unrepresented cheques		£0.00
TOTAL		£275,778.21
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£275,778.21

11. ACCOUNTS FOR PAYMENT

11.1 It was resolved to note expenditure for May and to approve items for payment in June. A list of cheques, Bank transfers and direct debits (with supporting documentation) was provided and verified & signed by two councillors.

Payment Type	Description	Net £	VAT £	Gross £
May Payments (reported at May meeting in italics)				
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>16.64</i>	<i>0.00</i>	<i>16.64</i>
DEBIT CARD	<i>Lebara Mobile SIM Only mobile contract</i>	<i>4.95</i>	<i>0.00</i>	<i>4.95</i>
DD	<i>Hiscox Annual Insurance Premium Monthly Payment</i>	<i>446.37</i>	<i>0.00</i>	<i>446.37</i>
DD	<i>British Gas Pavilion Gas March/April 23</i>	<i>149.60</i>	<i>7.48</i>	<i>157.08</i>
BANK TFRS	<i>Staff Salaries & Expenses May 2023</i>	<i>2906.75</i>	<i>0.00</i>	<i>2906.75</i>
DEBIT CARD	<i>Able Electrical Ltd Recreation Ground lit bollard replacement</i>	<i>354.17</i>	<i>70.83</i>	<i>425.00</i>
BANK TFR	<i>Mrs W Jackson Expenses (Pavilion Supplies)</i>	<i>12.97</i>	<i>0.00</i>	<i>12.97</i>
DD	<i>Peoples Partnership (Pension)</i>	<i>284.40</i>	<i>0.00</i>	<i>284.40</i>
BANK TFR	<i>SLCC Enterprises Ltd Webinar (Clerk's Training)</i>	<i>30.00</i>	<i>6.00</i>	<i>36.00</i>
DEBIT CARD	<i>Amazon Pavilion Supplies (paper towels)</i>	<i>30.09</i>	<i>6.01</i>	<i>36.10</i>
DEBIT CARD	<i>Amazon Pavilion Supplies (Black sacks tea bags (Age UK))</i>	<i>31.41</i>	<i>3.08</i>	<i>34.49</i>
DD	<i>Castle Water Pavilion Water</i>	<i>315.63</i>	<i>0.00</i>	<i>315.63</i>
DD	<i>SAGE UK Ltd Payroll software</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
DD	<i>E.On Next Pavilion Electricity April 2023</i>	<i>331.48</i>	<i>66.30</i>	<i>397.78</i>
DD	<i>Shred Station Confidential Waste Disposal Service (Apr 23)</i>	<i>41.93</i>	<i>8.39</i>	<i>50.32</i>
DD	<i>Information Commissioner's Office Annal Data Protection Fee</i>	<i>35.00</i>	<i>0.00</i>	<i>35.00</i>
BANK TFR	<i>Chairman's Allowance</i>	<i>400.00</i>	<i>0.00</i>	<i>400.00</i>
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing April 2023</i>	<i>914.08</i>	<i>182.82</i>	<i>1096.90</i>
BANK TFR	<i>Tatsfield Aquatics Ltd Supply and installation of bollard protection</i>	<i>521.00</i>	<i>104.20</i>	<i>625.20</i>
DD	<i>EE Mobile Phone Contract</i>	<i>10.31</i>	<i>2.06</i>	<i>12.37</i>
DEBIT CARD	<i>Able Electrical Ltd Kitchen shutter reset</i>	<i>25.00</i>	<i>5.00</i>	<i>30.00</i>
DEBIT CARD	<i>Able Electrical Ltd RCB Board (Pavilion Lights)</i>	<i>287.50</i>	<i>57.50</i>	<i>345.00</i>
BANK TFR	<i>Safeplay Playground Services Ltd Health & Safety Inspection</i>	<i>149.00</i>	<i>29.80</i>	<i>178.80</i>
DEBIT CARD	<i>Networld Sports Tennis Net & wire</i>	<i>126.78</i>	<i>25.36</i>	<i>152.14</i>
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing May 2023</i>	<i>851.88</i>	<i>170.38</i>	<i>1022.26</i>
DD	<i>Npower (was E.ON)</i>	<i>77.28</i>	<i>3.86</i>	<i>91.14</i>

	Unmetered Electricity Supply			
BANK TFR	Sally Jolly Newsletter printing (Summer 2023 edition)	1319.00	0.00	1319.00
DD	Onecom Ltd Broadband & Telephone	88.94	17.79	106.73
BANK TFR	Gardens of England Grounds Maintenance May 2023	3675.50	0.00	3675.50
BANK TFR	Spy Alarms Intruder Alarm battery	45.00	9.00	54.00
June Payments to date				
BANK TFR	Getting IT Working IT Support May 2023	150.00	0.00	150.00
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
BANK TFR	KCC (KCS) Photocopier Leasing	82.52	16.50	99.02
DEBIT CARD	Lebara Mobile SIM Only mobile contract	4.95	0.00	4.95
DEBIT CARD	Amazon Reflective tape	9.99	2.00	11.99
DEBIT CARD	Zoom Annual subscription	119.90	0.00	119.90
BANK TFR	Knockout Print Ltd Pavilion and car park signage	995.00	199.00	1194.00
BANK TFR	The Original Tree Surgeons Ltd Recreation Ground (following inspection)	1050.00	210.00	1260.00
BANK TFRS	Staff Salaries & Expenses June 2023	2988.37	0.00	2988.37
BANK TFR	HMRC Qtr 1 2023-24 PAYE Tax & NI Payment	3092.34	0.00	3092.34
DD	British Gas Pavilion Gas April/May 23	128.80	6.44	135.24
June Payments (expected but unconfirmed/not yet paid as at 13/06/23)				
DD	Peoples Partnership (Pension)	296.05	0.00	296.05
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	E.On Next Pavilion Electricity May 2023	291.93	58.39	350.32
DD	Shred Station Confidential Waste Disposal Service (May 23 – not collected until June)	41.93	8.39	50.32
BANK TFR	Spy Alarms Replacement bullet camera	306.00	61.20	367.20
DD	Npower (was E.ON) Unmetered Electricity Supply	74.68	3.73	78.41

ACTION: CLERK

12. PLANNING

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

12.1a Planning Application 23/01340/HOUSE

Location: Beech Coppice London Road

Development: Proposed driveway, including a dropped kerb, and wall and personnel gate to the front boundary.

Recommendation: None submitted (insufficient responses)

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

12.2a Planning Application 23/01567/HOUSE

Location: 1 Days Cottages Station Road

Development: Demolition of existing detached garage. Construction of a two-storey side extension.

Recommendation: Support – Resolved (Cllrs. England, Parker, Hersey abstained)

The Parish Council understands there is a right of way to the rear of 2, 3 & 4 Days Cottages from 1 Days Cottages.

The plans appear to show that his access has not been compromised. DGPC is therefore able to support the application.

ACTION: CLERK

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

12.3a Planning Application 23/00257/HOUSE AMENDED

Location: Renhold London Road

Development: Creation of a vehicular access with driveway.

GRANT OF PLANNING PERMISSION: Subject to conditions

12.3b Planning Application 23/00486/HOUSE

Location: 12 Barretts Road

Development: Single storey rear and side extension.

GRANT OF PLANNING PERMISSION: Subject to conditions

12.3c Planning Application 23/00731/CONVAR

Location: Broughton Cottage Day Nursery London Road

Development: Variation of condition 2 of 20/03361/CONVAR to allow 52 children on site with amendment to allow 60 children on site.

GRANT OF PLANNING PERMISSION: Subject to conditions

12.3d Planning Application 23/00963/HOUSE

Location: Trenley 68 London Road

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

GRANT OF PLANNING PERMISSION: Subject to conditions

12.4 LAND AT MORANTS COURT ROAD

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

No updates available as yet.

12.5 LONDON ROAD DEVELOPMENTS

12.5a 149-153/155 London Road - to note construction has commenced and consider any relevant information

Scaffolding had been erected without the necessary permits (these have subsequently been acquired). SDC will be monitoring the site.

12.5b 136 London Road - to note occupation of dwellings has commenced; no parking spaces yet provided

Planning Enforcement has been contacted as occupation of the building prior to the provision of parking spaces appears to be a breach of the planning consent. Cllr. Bayley will follow up with Planning Officers on DGPC's behalf.

ACTION: CLERK/KB

12.6 SEVENOAKS TOWN NEIGHBOURHOOD PLAN – ADOPTION STATEMENT: TO NOTE

Noted.

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Grounds Maintenance

13.1a To note progress re pruning back trees encroaching play equipment in the recreation (identified as an issue in a Health & Safety inspection).

It was noted that the work had been completed.

13.1b Price's Wood – to note latest maintenance undertaken and concerns around garden waste dumping & actions taken

The path strip in the wood at the rear of Pounsley Road properties has been cut again. Garden waste was found at the rear of one property and letters were delivered requesting that whoever was responsible remove the fly tipping.

13.1c Recreation Ground – to note concerns around garden waste dumping & actions taken

The Grounds Maintenance team discovered garden waste in the recreation ground at the rear of London Road properties. Additionally, several pieces of wood with nails in them were found and disposed of. Letters were delivered requesting that whoever was responsible remove the fly tipping.

13.2 Recreation Ground & Pavilion Signage – project update

The signage has been produced and the supplier is awaiting delivery of a post so that installation of all the signs can be completed. There were three additional signs ordered for installation in the car park, to reinforce the messaging of the height barrier signage. Installation is anticipated before the July meeting.

14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

14.1 Highways Improvement Plan (HIP): to review a revised version before submission to KCC

Members approved the draft version of the HIP to be submitted to KCC.

ACTION: CLERK

14.2 KCC New Traffic Regulation Order Consultation – Mill Road

New double yellow lines in relation to the safety of the access point to the McCarthy Stone development have been proposed. The effect of this proposed Order would be to amend existing waiting restrictions (double yellow lines) on Mill Road - on the south side joining the existing double yellow lines from a point 10 metres from the junction with London road to a point 8.5 metres west from the access with the new development. The order is being made for the following reasons: for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising; for facilitating the passage on the road or any other road of any class of traffic (including pedestrians); for preserving or improving the amenities of the area through which the road runs. DGPC is supportive of the measures.

ACTION: CLERK

14.3 SDC Sevenoaks Town East to West Walking, Wheeling and Cycling Route Consultation

The Clerk was asked to respond to the consultation on DGPC's behalf. The aims of the route are noted but DGPC would like to see Dunton Green incorporated into the route. Dunton Green footpaths were included in SDC's earlier 2012 Cycling Strategy. Dunton Green is part of SDC Planning's 'Sevenoaks Urban' area and Riverhead is included in the proposals. The Clerk would forward details of the consultation to members.

ACTION: CLERK

14.4 Buses: To note details of the Kent Bus Services Changes Bulletin and to consider the SDC Bus Survey & a request for a funding contribution

It was noted that the KCC Bulletin reiterates that KCC does not run bus services and that operators can withdraw or amend routes as they see fit. There was no further update in relation to the SDC Bus Survey. Timings for the Number 8 bus do not work to extend its route into Dunton Green and so SDC councillors (with the support of the KCC councillor) are pushing for a new route that would incorporate Otford as well. Cllr. Clack has asked that members consider a financial contribution to assist with the introduction of a new route. Whilst supportive of efforts,

members did not feel that they could commit to a financial outlay without additional information and adding that the provision of buses is not actually within its remit. It was suggested that Sevenoaks Town Council could be asked about its investment in the Number 8 service and whether it was felt that it was worth it (acknowledging that Sevenoaks population is significantly more than Dunton Green's). It was agreed that more information was required, including a discussion with Otford Parish Council.

ACTION: CLERK

Cllr. Gomes-Chodyniewski leaves the meeting.

15. EVENTS

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

15.1a Annual Fireworks event: to consider quotation for 2023 display

The Clerk advised that costs had increased (as anticipated). A quotation of £4458 plus VAT had been received to provide a display on the same scale as the 2021 (post-Covid) display. It was Resolved to accept the quote.

ACTION: CLERK

16. CORRESPONDENCE

16.1 Members considered or noted correspondence received since the May 2023 meeting

16.1a Kent FA [Email] – Grass Pitch Improvement Guide and information sessions

16.1b KCC –[Email] Great Big Green Week in Kent (10-18 June)

16.1c CPRE [Email] – Campaign to remove loophole re 'Five-year Housing Land Supply' Rule

16.1d KALC [Email] – NALC Planning Call for Evidence

16.1e Local Councils Update – June 2023 edition

16.1f CPRE [Email] – Rooftop Revolution Campaign (Solar Panels)

17. DATE OF NEXT MEETING

17.1 July 11th, 2023 (7.30pm) – Dunton Green Pavilion

18. PUBLIC SESSION

None.

The meeting closed at 8.45pm.