



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

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

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

Apologies: Cllrs. Forster-Pearce, Bayley (SDC), Clack (SDC),

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

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 10th October 2023 as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

A request had been received from Cllr. Forster-Pearce which had been approved by the Clerk in line with standard dispensations for councillors to discuss budget and precept setting.

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None declared.

05. GENERAL ADMINISTRATION

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

No update.

5.2 To receive updates from Kent County and Sevenoaks District Councillors

No councillors in attendance.

5.3 Policies

Existing:

5.3a Health & Safety Policy for review

It was Resolved that the Health & Safety Policy continued to be fit for purpose and there were no changes to be made.

ACTION: CLERK

New:

5.3b Grants/Donations Policy for consideration

It was Resolved that the draft policy that had been prepared should be approved and adopted.

ACTION: CLERK

5.3c Volunteer Policy for consideration

It was Resolved that the draft policy that had been prepared should be approved and adopted.

ACTION: CLERK

5.4 Committee Meeting Dates

5.4a Finance & General Purposes Committee to note agreed as Tuesday 21st November

Noted. Meeting to start at 7.30pm.

ACTION: CLERK/F&GP COMM

5.4b Planning Committee to confirm a meeting on Tuesday 5th December

It was Resolved that the Planning Committee will meet on 5th December 7.30pm start.

ACTION: CLERK/PLANNING COMM (ALL MEMBERS)

PC Wilson had arrived and the item relating to the Police and ASB was brought forward.

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

PC Wilson introduced himself as the Neighbourhood Officer (Beat Officer) that had taken over from the PCSO. PC Wilson highlighted the importance of reporting crime by official channels (101, online reporting). He also advocated the use of My Community Voice and Victim Voice (the former already heavily promoted by the Parish Council) and informed members that the Neighbourhood Task Force should be starting up but that it would be some time before there are sufficient officers to populate all of the teams in the new structure. For now he is the only officer officially allocated to Dunton Green (and all the other parishes in his patch).

Cllr. Carrol raised concerns about drug dealing in Station Approach and Ryewood and the fact that it always seems to be young people. PC Wilson confirmed that the station environs are with the jurisdiction of British Transport Police but that concerns should still be reported. It was noted that the possession of nitrous oxide cannisters is now illegal but realistically enforcement seemed unlikely to be widespread.

Pc Wilson was thanked for his time and left the meeting.

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

It was noted that the KALC AGM is on 18th November and that Cllrs. England and Hersey will be attending.

07. CLERK'S REPORT

Community Infrastructure Levy Receipt

It was noted that £2079.00 ad been received by the Parish Council at the end of October (in relation to the development of 149-153 London Road).

Changing Room Toilets Issues

Both toilets are currently out of action (one due to an ongoing issue with a leaking pipe) and one that appears to be blocked. The plumber is returning to complete annual maintenance tasks and will seek to resolve these issues. For now the Bookings & Facilities Assistant (BFA) has had to declare that the toilets are out of bounds (which affects only one hirer and only for 4 sessions).

War Memorial/Rose Garden

Cllr. Hersey installed Tommy at the Rose Garden prior to the Remembrance Day service and assisted Cllrs. Lapham and Norton with adjusting the War Memorial Clock. Thanks were expressed to all involved.

National Joint Council (NJC) Agreement on Local Government Pay for 2023/24

An agreement has finally been reached and there is to be a flat rate increase of £1925 on all spinal column points (SCPs) to point 43, on Full Time Equivalent salaries, backdated to 1st April 2023. DGPC staff are contracted on NJC SCPs and the increase has been implemented in the November payroll.

Donations

All donations agreed at the October meeting have been paid. The grant to Age UK has been held back until December, allowing time to identify how it can be paid to ensure that it is used in Dunton Green for the Pop In.

Actions from October Meeting on Cllr. Kim Bayley (SDC)

Cllr. Bayley had confirmed: that Cllr. Chard (KCC) had indicated that the Kent Pass can be used on the new buses, that Cllr. Chard would be checking on the pothole position/timetabling (this is still outstanding), and that Cllr. Chard had indicated that removal of the Kent Waste Centre booking systems was unlikely and that he would look into whether the booking system was adversely affected rubbish levels and fly tipping.

ACTION: NC

Volunteering Offer

Cllr. Parker had been approached about the possibility of a 13-year-old volunteering to do litter picking for the Parish Council in order to complete their volunteering section of their Duke of Edinburgh Award. The Clerk had explained to Cllr. Parker that there was quite a lot of paperwork required (and had provided feedback from the Parish Council's insurers and KALC on this). However, with all the right paperwork in place, it would likely be possible to arrange this. Cllr. Parker would liaise with the young person's parent.

ACTION: DP/CLERK

Meeting Dates 2024

Full Council meetings fall on the second Tuesday of each month (except August). However, both the Chairman and the Vice Chairman will be absent for the scheduled January date (9th) and a request was submitted for the January meeting to be delayed by one week to January 16th. It was Resolved that the January 2024 meeting be scheduled for 16th January.

ACTION: CLERK

DGPC Extension Land Projects

Cllr. Lapham had been contacted by the Woodland Trust and in turn had asked for a progress update. The Clerk advised that the Farm Business Tenancy Agreement is diarised for review at the February 2024 meeting and that the last action on councillors from the February 2023 meeting was that they would think about potential projects for the land and, as far as possible, scope out the projects in terms of potential cost, benefits and suitability. No progress has been made thus far and so members were asked to complete this action if they wish projects to be progressed.

ACTION: ALL

08. COMMUNITY DEVELOPMENT & SAFETY

81 Anti-Social Behaviour – to note or consider any issues brought to the attention of the Parish Council and to meet PC Wilson

Covered after Item 5.4. It was also noted that there had been a number of reports of car break ins on London Road and Ryewood.

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

Mini football will recommence in January. The Lunch Club volunteers are planning a special Christmas Lunch having received DGPC's donation.

ACTION: CLERK

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 bank reconciliations (to 31st October), 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 31/10/2023

Description	Value £	Value £
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Cash in hand 01/04/2023		£117,495.28
ADD Receipts 01/04/2023 – 31/10/2023		£277,447.89
TOTAL		£394,943.17
SUBTRACT		
Payments 01/04/2023 – 31/10/2023		£122,702.30
A: Cash in hand 31/10/2023		£272,240.87
Cash in hand per Bank Statements		
NatWest Reserve 31/10/2023	£180,615.43	
NatWest Current 31/10/2023	£9,524.30	
CCLA Public Sector Deposit 31/10/2023	£42,101.14	
CCLA Local Authorities Property Fund 31/03/2023	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£272,240.87
Less unrepresented cheques		£0.00
TOTAL		£272,240.87
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£272,240.87

9.2 Donation: to consider a request from volunteers working on the Forest School at Dunton Green Primary School in relation to funding for the provision of equipment and supplies

Members considered the request and agreed that the Forest School is a valuable resource for the school and that it should be supported. It was Resolved to donate £200 to the volunteers .

ACTION: CLERK

9.3 Donation: to consider donating for 2023/24 and then including additional groups in the annual donations review going forward (such as Dunton Green and Riverhead Scouts)

Members considered a suggestion that that Scouts should be included in the list of organisations considered annually for donations. It was Resolved that an immediate donation of £250 for the 2023/24 financial year should be made and that both the Scouts and the Forest School volunteers should be included in the annual reviews.

ACTION: CLERK

10. ACCOUNTS FOR PAYMENT

10.1 It was Resolved to note expenditure for October and to approve items for payment in November. 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 £
October Payments (reported at October meeting in <i>italics</i>)				
DEBIT CARD	<i>Adobe Systems Software</i>	<i>16.64</i>	<i>0.00</i>	<i>16.64</i>
	<i>Adobe Acrobat monthly subscription</i>			
BANK TFR	<i>Kent County Playing Fields Association</i>	<i>20.00</i>	<i>0.00</i>	<i>20.00</i>
	<i>Subscription 2023/24</i>			
BANK TFR	<i>KALC (Eventbrite)</i>	<i>70.00</i>	<i>14.00</i>	<i>84.00</i>
	<i>Councillor Training (KALC Chairmans Conference)</i>			
BANK TFR	<i>Cube Plumbing & Heating Ltd</i>	<i>87.56</i>	<i>17.51</i>	<i>105.07</i>
	<i>Repair (leaking toilet – changing room)</i>			
BANK TFRS	<i>Staff Salaries & Expenses</i>	<i>3017.44</i>	<i>0.00</i>	<i>3017.44</i>
	<i>October 2023</i>			
BANK TFR	<i>Defib Warehouse (First Rescue Training)</i>	<i>440.00</i>	<i>88.00</i>	<i>528.00</i>
	<i>New defibrillator cabinet (Pavilion)</i>			
BANK TFR	<i>Spy Alarms Ltd</i>	<i>489.00</i>	<i>97.80</i>	<i>586.80</i>
	<i>Fire Alarm Maintenance Contract</i>			
BANK TFR	<i>Spy Alarms Ltd</i>	<i>236.00</i>	<i>47.20</i>	<i>283.20</i>

	<i>Annual CCTV Maintenance Contract</i>			
BANK TFR	Spy Alarms Ltd Intruder Maintenance & Dualcom Contract	934.00	186.80	1120.80
BANK TFR	Streetlights Annual Maintenance Contract (payment 2/2)	880.02	176.00	1056.02
BANK TFR	Dunton Green Education In Full Foundation Donations from DGPC Fireworks Event	763.87	0.00	763.87
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60
DD	Peoples Partnership (Pension)	292.91	0.00	292.91
DD	Castle Water Pavilion Water	50.40	0.00	50.40
DD	Npower (was E.ON) Unmetered Electricity Supply	69.24	3.46	72.70
DD	Smartest Energy Pavilion Gas Supply (New Supplier)	194.32	9.72	204.04
DD	HugoFox Ltd Website provision (duplicate payment for Sept)	19.99	4.00	23.99
BANK TFR	KCC (KCS) Photocopier	46.54	9.31	55.85
BANK TFR	Tunbridge Wells Fire Protection Ltd Annual serving of fire extinguishers	456.18	91.23	547.41
DEBIT CARD	Amazon 2 x Air con units for office and meeting room	311.58	62.32	373.90
DEBIT CARD	Amazon Office supplies (including cross cut shredder)	133.61	26.73	160.34
DEBIT CARD	Amazon Step ladder for pavilion	74.37	14.88	89.25
DEBIT CARD	Amazon Multipurpose ladder/platform	83.57	16.72	100.29
DD	EE Mobile phone Sim Card	10.31	2.06	12.37
BANK TFR	Mr K Wilson Sports sessions (Mini Kickers) Spring '24	605.00	0.00	605.00
DEBIT CARD	Royal British Legion Poppy Appeal Wreaths & Donation	122.92	24.58	147.50
DEBIT CARD	HM Land Registry Title Plan/Deeds	6.00	0.00	6.00
DEBIT CARD	HM Land Registry Title Plan/Deeds	6.00	0.00	6.00
DEBIT CARD	HM Land Registry Title Plan/Deeds	6.00	0.00	6.00
DEBIT CARD	Amazon Pavilion Supplies	70.84	5.44	76.28
DD	Smartest Energy Pavilion Electricity	870.83	174.17	1045.00
DEBIT CARD	Amazon Office Supplies	4.48	8.50	50.98
BANK TFR	Mrs W Jackson Pavilion Supplies (First Aid kit supplies)	24.04	0.00	24.04
BANK TFR	Sevenoaks Volunteer Transport Group Donation	500.00	0.00	500.00
BANK TFR	KSS Air Ambulance Trust Donation	200.00	0.00	200.00
BANK TFR	Holding On Letting Go	100.00	0.00	100.00

	Donation			
BANK TFR	Sevenoaks Community First Responders Donation	400.00	0.00	400.00
BANK TFR	Baby Umbrella Charity Donation	300.00	0.00	300.00
BANK TFR	Age UK Volunteers (Lunch Club) Donation	440.00	0.00	440.00
BANK TFR	Citizens Advice N&W Kent Donation	500.00	0.00	500.00
BANK TFR	Sevenoaks Samaritans Donation	200.00	0.00	200.00
BANK TFR	We Are Beams Charity Donation	300.00	0.00	300.00
BANK TFR	Kent Community Domestic Abuse Programme Donation	200.00	0.00	200.00
DEBIT CARD	Lebara Mobile Phone Sim Card	4.95	0.00	4.95
DD	HugoFox Ltd Website provision (Oct)	19.99	4.00	23.99
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing Oct 2023	815.49	163.10	978.59
BANK TFR	Gardens of England Grounds Maintenance October 2023	3039.50	0.00	3039.50
BANK TFR	Sevenoaks Larder Donation	250.00	0.00	250.00
BANK TFR	West Kent Mediation Donation	100.00	0.00	100.00
BANK TFR	DGPS PTA (Team DG) Donation	200.00	0.00	200.00
DD	Onecom Ltd Broadband and Telephone at Pavilion	88.50	17.70	106.20
BANK TFR	Getting IT Working IT Support October 2023	150.00	0.00	150.00
DEBIT CARD	West Kent Mind Donation	100.00	0.00	100.00
DEBIT CARD	Victim Support Donation	100.00	0.00	100.00
November Payments to date				
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DD	Hiscox Annual Insurance Premium Monthly Payment	483.68	0.00	483.68
DEBIT CARD	Dropbox Annual subscription	79.90	15.98	95.88
BANK TFRS	Staff Salaries & Expenses November 2023	4357.33	0.00	4357.33
DEBIT CARD	CANVA Annual Subscription	83.33	16.66	99.99
BANK TFR	KALC AGM Lunch (FE)	6.00	0.00	6.00
BANK TFR	KALC AGM Lunch (GH)	6.00	0.00	6.00
November Payments (expected but unconfirmed/not yet paid)				
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60

DD	Castle Water Pavilion Water	50.40	0.00	50.40
DD	Shred Station Confidential Waste Disposal Service (Sept)	41.93	8.39	50.32
DD	Shred Station Confidential Waste Disposal Service (Oct)	41.93	8.39	50.32

ACTION: CLERK

11. PLANNING

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

11.1a Planning Application 23/01942/HOUSE AMENDED

Location: Rugby House London Road

Development: Demolition of existing conservatory, two storey rear and single storey side and rear extension with rooflights. Removal of chimney. New off street parking arrangement with dropped kerb to London Road and new access point to Ivy House Lane.

SUMMARY OF MAIN CHANGES: A preliminary ecological appraisal has been submitted in response to KCC ecology comments.

Recommendation: Objection.

It was Resolved that the Parish Council will resubmit comments as per the earlier version of the application for this site, as follows:

In principle the Parish Council does not support development of Green Belt sites.

Whilst the Parish Council welcomes the provision of new off-street parking, there is some confusion over the claim that there is currently no parking on site (in the application form) when PL03 clearly show a vehicle on site on the 'existing block plan'?

There is no 'Planning Statement' to view online (referenced as provided in the application form)?

There are also concerns that the property may have been extended previously and whether or not this proposal then exceeds what is the limit of an acceptable increase on the footprint of the original house (something that DGPC expects SDC to clarify).

ACTION: CLERK

11.1b Planning Application 23/02100/HOUSE AMENDED

Location: Pounsley House Pounsley Road

Development: Single storey rear and side replacement extensions and roof extensions with associated internal alterations.

SUMMARY OF MAIN CHANGES: Alterations to the dwellinghouse only. Application no longer concerns changes to the outbuildings and annex proposal, only the main dwellinghouse will now be the subject of this application.

Recommendation: Objection.

It was Resolved that the Parish Council will resubmit comments, as follows (*italics as previously submitted*):

The Parish Council resubmits (again) its concerns regarding the size and scale of the alterations proposed for the dwelling house and its objections to Green Belt development.

In principle the Parish Council does not support development of Green Belt sites.

The Parish Council acknowledges that the latest version of the application considers only the main dwellinghouse and that the revised proposal no longer includes any outbuildings.

However, with regard to the dwellinghouse, the proposition is still very extensive. *On this basis, if the extensions exceed the dimensions that could be permitted in Green Belt, then the Parish Council would expect SDC to refuse planning permission. If the proposed alterations to the existing dwellinghouse do not exceed the proportions permitted within the Green Belt, the Parish Council has no comments to make. Whether the extensions meet the permitted criteria will be assessed by SDC.*

The Parish Council would like some clarification with regard to trees on the site. The site plans indicate a loss of trees (there are a number marked on an 'existing' plan but not on the proposed site plan) and yet the application form states no trees are to be affected by the proposal?

ACTION: CLERK

11.1c Planning Application 23/03109/HOUSE

Location: 3A Darenth Lane

Development: Conversion of existing integral garage into habitable space. Demolition of existing conservatory to replace with a single storey rear extension with rooflights.

Recommendation: Support.

It was Resolved that the Parish Council support the application.

ACTION: CLERK

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

None received.

11.3 SDC Plan 2040 (Local Plan) Consultation: to note that there are two sites in Dunton Green included within the consultation (which runs 28th November 2023 to 11th January 2024).

Noted. The Local Plan will be discussed at a Committee meeting on 5th December when considering a response to the Regulation 18 (Part 2) consultation.

ACTION: CLERK/ALL

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES**12.1 Play Equipment: to receive an update**

Two pieces of outdoor gym equipment have been ordered but from the playground maintenance contractor so that they can manage the entire job properly (removal & disposal of old damaged kit, installation of two new pieces together with associated grass matting). Installation expected before Christmas (Bookings & Facilities Assistant monitoring the project).

ACTION: BFA

12.2 Dunton Green Signage: project update

Signage is expected to be installed in December. Clerk waiting on final designs for sign off.

ACTION: CLERK

13. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)**13.1 Highways Improvement Plan (HIP): to note updates, if any**

Red tarmac sections that the Parish Council has indicated that it would like renewed (and would pay for) will be reviewed by Kent Highways but this is unlikely to happen before the New Year.

13.2 Proposed Walking and Cycling Route connecting Bat & Ball/Otford Road to Dunton Green: to consider details of a proposal from Sevenoaks Town Council

Members had been provided with information regarding STC's proposal and informed that STC was funding a feasibility study. Much of the route crosses land in Dunton Green (private, not Parish Council, land). Overall, members felt that the aspiration for a Green Link was commendable, and the Clerk was instructed to inform STC that DGPC would like to be involved in any future meetings and discussions around the proposal.

ACTION: CLERK

13.3 SR102 Kissing gate: proposal from KCC re replacement for consideration

The Clerk had contacted KCC with regard to replacing the damaged kissing gate at the recreation ground on the station footpath (SR 102). KCC had advised that the gate was not owned by them and indicated it was the landowner's responsibility. In this instance, DGPC would take responsibility for health & safety reasons. It was Resolved that a £2000 budget be set to permit a replacement and more robust kissing gate to be sourced and installed. The Clerk would liaise with contractors for assistance and advice.

ACTION: CLERK

13.4 M25 Junction 5 (clockwise) weekend carriageway repairs 10pm 18/11/23 to 5.30am 20/11/23

Noted.

14. EVENTS

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

14.1a Remembrance Sunday (12th November)

The event was well attended and went very well (thanks sent to the Scouts, school and Daphne Harrison for their involvement). The PA system worked very well with the addition of a new microphone (and positioning of the majority of the audience in front of the speakers). An event management document will be prepared for future use.

ACTION: PL/DP/CLERK

14.1b Christmas Event – to include decisions re scope of event

The event will take place on Friday 15th December at 6pm on the Village Green. The PA system should be suitable for the event but a pre-event meeting with the electrician will be arranged to ensure that everything is working as it should prior to the day. It was agreed that the Scouts should be approached to see if they could be involved managing refreshments (which DGPC would purchase).

ACTION: CLERK/PL

15. CORRESPONDENCE & COMMUNICATIONS

15.1 Members considered or noted correspondence received since the October 2023 meeting

15.1a St. Mary's Christmas Tree Festival – invitation to participate

15.1b KCC [Email] – Budget 2024-25 Consultation Report available

15.1c KCC [Email] – Kent Cycling & Walking Infrastructure Plan Consultation (deadline 10/01/24)

15.1d Various [Email/Letter] – Thanks for donations

15.1e KALC [Email] – KALC News November 2023 and Training Information

15.1f Hedgehogs R US [Email] – Highway project (request for DGPC involvement)

15.1g Climate Guide [Email] – Invitation to Carbon Literacy Action day 04/12/23

15.1h DRiPS [Email] – Darent River Preservation Society newsletter Autumn 2023

15.1i Clerks & Councils Direct – November 2023

15.1j CPRE – Kent Countryside Voice Autumn/Winter 2023/24

15.1k Local Councils Update – November 2023

15.1l Allotment & Leisure Gardener Magazine Issue 4 2023

15.2 Dunton Green News (newsletter)

It was noted that the newsletter was being sent to print and a request had been made that it be delivered back by Friday 24th November so that the weekend of 25th/26th November could be utilised for deliveries around the village, the first advertised event being on Sunday 3rd December (by which rime newsletters needed to be delivered). It will also be necessary for some people to pick up some additional routes to cover for others currently unable to complete their usual routes. The Clerk will issue a delivery schedule and ask for assistance.

ACTION: CLERK/ALL

02. CO-OPTION

No applications for consideration.

18. DATE OF NEXT MEETING

18.1 December 12th, 2023 (7.30pm) – Dunton Green Pavilion

19. PUBLIC SESSION

None.

The meeting closed at 8.52pm.