



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 13th February 2024 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. England (Chair), Lockey, Hersey, Copeland, Parker, Lapham, Carrol, Forster-Pearce

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

In attendance: Tracy Godden (Clerk), Wendy Jackson (Bookings & Facilities Assistant), Cllr. Clack (SDC), Member of Public (MoP) x 1, PC Wilson

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 16th January 2024 as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

None.

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

The Clerk had attended the SLCC Practitioners' Conference. Councillors had been kept informed of the training that is available to them.

5.2 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Clack (SDC) advised that the Boundary Commission (BC) will be undertaking a review of the ward boundaries of the District Council in 2024. There is a two-step process whereby SDC reviews and then informs the BC of how many councillors it thinks it should have. From October 2024 submissions can be made for the wards (to fit the number of councillors). The final decision will be announced by the BC in October 2025.

Cllr. Carrol arrives. Cllr. Forster-Pearce arrives.

Subject to final approval by Cabinet, SDC's element of Council Tax will increase by 2.97%. SDC has a balanced budget but there has been a large cut to the funding given to the Citizens Advice Bureau which is a contentious decision. Black sacks will no longer be provided to residents as part of the cuts, and it is expected that recycling sacks will be phased out and replaced with a canvas bag. There is more money to counter homelessness in the district and meetings that are currently livestreamed only will be watchable after the event on YouTube.

Cllr. Clack leaves.

5.3 KALC Community Award Scheme: to ratify Dunton Green Parish Council's involvement with the 2024 scheme and to ratify the nomination of the recipients.

It was Ratified that DGPC take part in this year's scheme and the deserving nominated recipients were confirmed (and they will be announced publicly at the Annual Parish Meeting).

ACTION: CLERK

5.4 Grounds Maintenance Contract: to note that the contract has gone out to tender, in line with the completion of the current 5-year term and that submissions will be reviewed at the March 2024 meeting.

Noted. Information has been posted on the Parish Council's website.

5.5 Emergency Planning: To consider a request from KALC Sevenoaks Area Committee for Parish Councils to complete a Kent Resilience Forum Survey and discuss the need (or not) for an emergency plan

The topic was discussed, and it was agreed that the only scenarios that could be envisaged would involve another authority taking the lead. The various halls in the village could be used for refuge if there was a need. The Clerk confirmed that contact details for DGPC held by SDC had been updated.

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

None attended. The next KALC Area Committee meeting is scheduled for 8th March.

07. CLERK'S REPORT

Defibrillator cabinet at Pavilion

The new cabinet has now been installed at the Pavilion.

SDC Playing Pitch and Outdoor Sport Strategy Survey

The Clerk has completed this and has indicated within the responses that there is an unused grass pitch at the recreation ground.

KCC Survey: Activities with Children, Young People and the wider community

The Clerk has completed a brief survey to indicate that there are activities for various groups funded by DGPC in Dunton Green.

Sevenoaks to Dunton Green 'Green Link'

Sevenoaks Town Council has been informed that DGPC wish to be kept informed of developments and progress in relation to STC's proposed green link and has reiterated that DGPC will not commit to any financial involvement.

Pavilion water cooler

The water cooler is now ten years old and has not been serviced for some time (due to complications with the company that used to come and replace the filter). There are options to buy outright and replace filters in house or to lease and have filters replaced as part of that contract agreement and it was Resolved that this be researched further.

ACTION: CLERK / BFA

08. COMMUNITY DEVELOPMENT & SAFETY

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

PC Wilson confirmed that there has been an increase in anti-social behaviour in the area and this is being followed up (shops visited re alcohol). Use of E-scooters is unlikely to be followed up unless there is an indication that it is being used for criminal purposes. However, members did question what could be done about people using them at night, with no lights, in the middle of major roads in the village. Reporting to the Police is improving although it could be done in a timelier manner. PC Wilson and others have been dealing with nuisance vehicles around Hewitts Roundabout/Sevenoaks and ASB warning letters have been issued to about fifty vehicles.

PC Wilson leaves.

8.2 DGPC funded Community Activities: to note updates regarding youth and senior activities and to consider any new proposals or initiatives. To confirm grant for Age UK Pop Up now that service has been reinstated.

The Pop Up monthly session of seated exercise has been reinstated and starts 14th February. It was Resolved that the grant for the Age UK Pop Up in Dunton Green (agreed at the October 2023 meeting) could now be paid.

ACTION: CLERK

Mini tennis sessions will commence on 5th April for six weeks and Kent Panthers Basketball have confirmed that they will return after Easter (date to be confirmed), for 2024.

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 31st January), 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 31/01/2024

Description	Value £	Value £
Cash in hand 01/04/2023		£117,495.28
ADD Receipts 01/04/2023 – 31/01/2024		£287,135.43
TOTAL		£404,630.71
SUBTRACT		
Payments 01/04/2023 – 31/01/2024		£175,579.98
A: Cash in hand 31/01/2024		£229,050.73
Cash in hand per Bank Statements		
NatWest Reserve 31/01/2024	£136,212.15	
NatWest Current 31/01/2024	£10,361.94	
CCLA Public Sector Deposit 31/12/2023	£42,476.64	
CCLA Local Authorities Property Fund 31/03/2023	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£229,050.73
Less unrepresented cheques		£0.00
TOTAL		£229,050.73
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£229,050.73

9.2 To receive an update regarding the Parish Council's CCLA Public Sector Deposit Fund account
It was noted that following the Parish Council's instructions, an additional £40,000 has been invested in the Parish Councils PSDF account. This will be reflected in future bank reconciliation balances.

10. ACCOUNTS FOR PAYMENT

10.1 It was Resolved to note expenditure for January and to approve items for payment in February. 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 £
January Payments (reported at January meeting in italics)				
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>SPY Alarms</i>	<i>200.00</i>	<i>40.00</i>	<i>240.00</i>

	<i>CCTV repair</i>			
BANK TFR	<i>Getting IT Working IT Support December 2023</i>	<i>150.00</i>	<i>30.00</i>	<i>180.00</i>
BANK TFR	<i>SDC Litter bin emptying/litter picking/dog bin emptying Oct-Dec 23</i>	<i>408.20</i>	<i>81.64</i>	<i>489.84</i>
BANK TFR	<i>Gardens of England Grounds Maintenance December 2023</i>	<i>220.00</i>	<i>0.00</i>	<i>220.00</i>
DD	<i>Hiscox Annual Insurance Premium Monthly Payment</i>	<i>483.60</i>	<i>0.00</i>	<i>483.60</i>
BANK TFR	<i>Cube Plumbing & Heating Ltd Disabled toilet repair</i>	<i>121.20</i>	<i>24.24</i>	<i>145.44</i>
BANK TFR	<i>Safeplay Playground Services Ltd Installation of new outdoor gym kit (2 pieces) and removal/disposal of old damaged kit</i>	<i>5105.00</i>	<i>1021.00</i>	<i>6126.00</i>
BANK TFRS	<i>Staff Salaries & Expenses January 2024</i>	<i>3146.73</i>	<i>0.00</i>	<i>3146.73</i>
DD	<i>Peoples Partnership (Pension)</i>	<i>304.78</i>	<i>0.00</i>	<i>304.78</i>
BANK TFR	<i>Communicorp Local Councils Update Subscription Renewal</i>	<i>120.00</i>	<i>0.00</i>	<i>120.00</i>
BANK TFR	<i>KCC (KCS) Photocopier copy charging (Oct-Dec 2023)</i>	<i>65.71</i>	<i>13.14</i>	<i>78.85</i>
DD	<i>SAGE UK Ltd Payroll software</i>	<i>8.00</i>	<i>1.60</i>	<i>9.60</i>
DD	<i>Smartest Energy Pavilion Gas Supply</i>	<i>980.28</i>	<i>196.06</i>	<i>1176.34</i>
DD	<i>Npower (was E.ON) Unmetered Electricity Supply</i>	<i>85.13</i>	<i>4.26</i>	<i>89.39</i>
DD	<i>Smartest Energy Pavilion Electricity [Budget Plan monthly payment increasing from January's payment]</i>	<i>1090.00</i>	<i>218.00</i>	<i>1308.00</i>
BANK TFR	<i>Knockout Print Balance payment village signage (design, artwork, production and installation – 10 signs)</i>	<i>2050.00</i>	<i>410.00</i>	<i>2460.00</i>
DD	<i>HugoFox Ltd Website provision (Jan)</i>	<i>19.99</i>	<i>4.00</i>	<i>23.99</i>
DEBIT CARD	<i>Lebara Mobile Phone Sim Card</i>	<i>4.95</i>	<i>0.00</i>	<i>4.95</i>
DD	<i>EE Mobile phone Sim Card</i>	<i>10.31</i>	<i>2.06</i>	<i>12.37</i>
BANK TFR	<i>Getting IT Working IT Support January 2024</i>	<i>150.00</i>	<i>30.00</i>	<i>180.00</i>
DD	<i>Castle Water Pavilion Water Dec 23</i>	<i>26.82</i>	<i>0.00</i>	<i>26.82</i>
DD	<i>Onecom Ltd Broadband and Telephone at Pavilion</i>	<i>88.25</i>	<i>17.65</i>	<i>105.90</i>
DEBIT CARD	<i>Amazon Pavilion Supplies</i>	<i>22.16</i>	<i>4.44</i>	<i>26.60</i>
DEBIT CARD	<i>Amazon Pavilion Supplies</i>	<i>32.48</i>	<i>6.49</i>	<i>38.97</i>
BANK TFR	<i>Apex Airconditioning Services Ltd Annual maintenance of heat ventilation system</i>	<i>850.00</i>	<i>170.00</i>	<i>1020.00</i>
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing January 2024</i>	<i>851.88</i>	<i>170.38</i>	<i>1022.26</i>
BANK TFR	<i>Clean Air (UK) Ltd</i>	<i>278.87</i>	<i>55.77</i>	<i>334.64</i>

	Legionella Annual Risk Assessment			
BANK TFR	Safeplay Playground Services Ltd Maintenance and repairs	1354.30	270.86	1625.16
February 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	483.60	0.00	483.60
BANK TFR	Gardens of England Grounds maintenance (fallen tree debris)	100.00	0.00	100.00
BANK TFR	Gallager (formerly Came & Co) Cyber Insurance Premium	367.36	0.00	367.36
BANK TFR	CCLA Public Sector Deposit Fund Additional Investment	40000.00	0.00	40000.00
DEBIT CARD	123 Reg Website/domain (for transition period)			71.86
BANK TFRS	Staff Salaries & Expenses February 2024	3241.95	0.00	3241.95
DEBIT CARD	Amazon Office Supplies			13.49
DEBIT CARD	Amazon Pavilion Supplies			76.12
February Payments (expected but unconfirmed/not yet paid)				
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60
DD	Npower (was E.ON) Unmetered Electricity Supply	89.69	4.48	94.17
BANK TFR	Original Tree Services Felling & stump grinding of storm damaged tree (Station Road)	540.00	108.00	648.00
DD	Smartest Energy Pavilion Electricity [Budget Plan mthly payment)	1090.00	218.00	1308.00
DD	HugoFox Ltd Website provision (Feb)	19.99	4.00	23.99
DEBIT CARD	Lebara Mobile Phone Sim Card	4.95	0.00	4.95
DD	EE Mobile phone Sim Card	10.31	2.06	12.37
BANK TFR	Getting IT Working IT Support February 2024	150.00	30.00	180.00
DD	Smartest Energy Pavilion Gas Supply			
DD	Castle Water Pavilion Water Jan 24			
DD	Onecom Ltd Broadband and Telephone at Pavilion			

ACTION: CLERK

11. BOUNDARY COMMISSION REVIEW

11.1 Local Government Boundary Commission for England (LGBCE): to note that the LGBCE will undertake a review of the electoral arrangements for Sevenoaks District Council in 2024 (likely October for a consultation) and to consider formulating a response to that review.

It has long been the Parish Council's view that Dunton Green should be a distinct District Council ward, and not tied in with Riverhead. Given the timeframe alluded to by Cllr. Clack in Item 5., it was agreed that a document should be

produced by the Clerk that would help DGPC evidence the reasons for Dunton Green to be warded separately. The document will then be made available to Councillors for additional input.

ACTION: CLERK

12. PLANNING

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

12.1a Planning Application 23/03696/FUL ADJIONING PARISH

Location: Unit E Ryedale Court Riverhead

Development: Proposal for a 3-storey extension to facilitate additional 6 x 2 bedroom flats and an addition of a flat roof third storey to provide 2 x 2 flats, with the addition of a lift, staircase and new pedestrian entrance incorporating a ramp and pole light. Alterations and additions to the existing fenestration including new French doors and projecting balconies. Proposal also includes alterations to landscaping works and associated cycle parking and refuse storage.

Recommendation: Comments only.

The Parish Council is supportive of brownfield development over greenfield development but in this instance questions the amount of parking that is being proposed. It is inadequate and there is nowhere for any spillover to sensibly go. This needs to be properly addressed.

ACTION: CLERK

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

12.2a Planning Application 23/02473/MMA

Location: Sevenoaks Wildlife Reserve Bradbourne Vale Road Sevenoaks

Development: Amendment to 21/01480/FUL

GRANT OF PLANNING PERMISSION: Subject to conditions

12.2b Planning Application 23/03424/FUL

Location: 20 London Road

Development: Change of use to convenience store. New aluminium shop front, together with the display of an externally illuminated shop sign.

GRANT OF PLANNING PERMISSION: Subject to conditions

12.2c Planning Application 23/03494/HOUSE

Location: Ladymead 4 Station Road

Development: Proposed garage conversion and new side dormer

GRANT OF PLANNING PERMISSION: Subject to conditions

12.2d 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.

APPLICATION WITHDRAWN

12.3 SDC PLAN 2040 (LOCAL PLAN): to note the timeframe for the process and anticipated next steps and to note resident correspondence

The Clerk had provided members with a document outlining background to the current Plan 2040 process and the next steps that are scheduled. There will be a Regulation 19 consultation in Summer 2024. The reported was noted and will be shared on the Parish Council's website.

ACTION: CLERK

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 DGPC Land / Projects

It was agreed to discuss the items out of agenda order, as this would be more logical.

13.1b Extension Land – potential projects: Members to reconsider a brief paper exploring various project options for the extension land, to consider new papers and in considering ideas for a scheme

to allocate tasks and timeframes to progress ideas

There was considerable discussion, particularly around ideas forwarded by the Chairman about the possibility of using the land to provide further amenities for the community including a sports barn, additional parking, maximising the use of solar energy (including potential for a community energy scheme) whilst incorporating more biodiversity in the landscaping of the extension land. Through the discussion it became clear that a feasibility study and professional advice with regard to any project would be required. It was Resolved that potential consultants be identified with regard to a feasibility study; that a decision about who to engage would be made at the March meeting with a view to identifying a timetable/roadmap for the provision of a feasibility study and costings for two potential proposals (creation of a new wood and development of the site for more extensive use).

ACTION: CLERK

13.1a DGPC 'Extension' Land and Farm Business Tenancy Agreement (FBT)

13.1ai Members to consider ending the existing FBT (noting that the decision should be made in isolation of any specific plans for the land)

It was Resolved that a draft letter is needed but that it should be prepared with no dates, so that there is flexibility as to when that can be sent.

13.1aii Members to consider, if terminating the FBT, engaging a solicitor to draft a letter formally ending the FBT (on the understanding that the FBT cannot cease until July 2025 at the earliest)

It was Resolved that a solicitor be engaged to draft the letter as per Item 13.1ai.

ACTION: CLERK

13.2 Village Green Noticeboard: to note severe storm damage and consider replacement quotations

Members considered a quotation to replace the village green noticeboard with something similar to the London Road one (Rose & Crown end of the village). It was Resolved that an order be placed for the Option 2 (larger) version at a cost of £2500 plus VAT and installation (which can be arranged with the supplier). It was noted that there is a significant lead time (8-12 weeks).

ACTION: CLERK

14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)**14.1 To consider correspondence from a resident relating to Station Road/Station Approach and a pedestrian crossing**

A request was made previously with regard to a crossing near Station Approach and at that time it was deemed impossible because of the width of the pavements and proximity to road junctions (unsafe to install). The resident has already been advised to contact KCC as the Highways Authority. Until KCC indicate that it would be feasible to install a crossing there is nothing further that DGPC can do. Clerk to inform resident.

ACTION: CLERK

Cllr. Carrol leaves.

15. EVENTS**15.1 DGPC Events: to note/consider feedback/updates/requirements:**

15.1a Christmas Lighting 2024: to consider proposals to purchase pre-used equipment for use on the village green

The Clerk had spoken with representatives of Blachere Illuminations at the SLCC Practitioners Conference where it was suggested that they might be able to supply reduced price stock to assist with a Christmas display on the village green. The Clerk provided details of potential items and it was Resolved that the Clerk speak with Blachere to see if either of the 5m high Sapin style 'trees' would be available (with a budget of £3500).

ACTION: CLERK

16. CORRESPONDENCE & COMMUNICATIONS

16.1 Members considered or noted correspondence received since the January 2024 meeting

- 16.1a Resident [Email] – Dog fouling concerns near Ryewood
- 16.1b Kent Downs National Landscape [Email] – February News
- 16.1c KALC [Email] – Newsletter February 2024
- 16.1d Local Councils Update – Jan/Feb 2024
- 16.1e Sevenoaks Samaritans [Email] – Supports Update Q4 2023
- 16.1f NALC [Email] – Open letter from Chairman re Promoting and Supporting the First Tier of Local Government
- 16.1g KCC [Email] – Kent Minerals and Waste Local Plan 2024-39 Pre-Submission Draft (Regulation 19) Public Consultation (deadline 29/02/24)
- 16.1h Kent Wildlife Trust [Email] – Help us call on National Grid to Rethink Sea Link

15.2 Dunton Green News (newsletter): to receive an update regarding the Spring 2024 edition

The newsletter is work in progress and to be submitted to the printer by the end of the week. The Clerk will confirm when newsletters are available for delivery.

ACTION: CLERK / ALL

17. CO-OPTION

No applications for consideration.

18. DATE OF NEXT MEETING

18.1 March 12th, 2024 (7.30pm) – Dunton Green Pavilion

19. PUBLIC SESSION

None.

The meeting closed at 9.28pm.

Chairman_____

Date_____