

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held virtually on Tuesday 13th October 2020 at 7.30pm

Due to HM Government's measures for Covid-19, the Parish Council met virtually via Zoom, a conferencing platform.

PUBLIC SESSION

None.

1. PRESENT / APOLOGIES

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

Apologies (accepted): Cllr. Bayley (SDC)

In attendance: Tracy Godden (Clerk), Residents: A. Foley, C. Mackie. S. Goldberg

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 8th September 2020 were approved as a true record. Proposed - Cllr. Lockey, Seconded - Cllr. Gomes-Chodynietcki and Agreed.

3. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

4. GENERAL ADMINISTRATION

4.1 Member Dispensations & Non-Pecuniary Interests: Requests for dispensations to be submitted to the Clerk for approval.

Cllr. Parker had submitted a dispensation request to permit her to be involved in discussions around the budget and precept setting. This had been approved by the Clerk.

4.2 .Training (Councillor and Staff)

The Clerk reminded councillors that there was a good deal of virtual training on offer and that they should regularly check the KALC website. New 'on demand' training courses have been introduced ('Bitesize' training) which members can complete at their own pace and at a time to suit them.

ALL

The Clerk has attended (virtually) the following:

- 15/09/20 KALC Webinar Effective communications and engagement in a post-lockdown world
- 24/09/20 KALC Clerks' Conference
- 28/09/20 KALC Webinar Planning White Paper

The Clerk is scheduled to attend (virtually) the following:

- w/c 12/10/20 SLCC Virtual Annual Conference (sessions over 5 days)
- 03/11/20 SLCC Webinar Creating accessible Excel documents
- 11/11/20 SLCC Webinar Charitable Trusts (Part 1)
- 17/11/20 SLCC Webinar Creating accessible Word & PDF documents
- 18/11/20 SLCC Webinar Charitable Trusts (Part 2)

Clerk

5. DGPC REPRESENTATIVES - EXTERNAL BODIES

5.1 Feedback from any meetings attended by DGPC's representatives on external bodies

Cllr. Lapham confirmed that he had attended a meeting of the Donnington Hall Management Committee (12/10/20), called with very little notice. Information would be shared under Item 6.2.

5.2 Meetings due to be attended

No dates yet confirmed

6. DONATIONS 2020/21

6.1 To consider donations to be made to charitable organisations and groups for the current (2020/21) Financial Year

After some discussion it was Proposed - Cllr. Lockey, Seconded - Cllr. Norton and Agreed that donation values should be the same as for 2019/20 except for those organisations that had ceased operating as a result of lockdown or where any grant or donation for 2019/20 was seen as a one off

Clerk

(this would include Dunton Green Over 55s Social Club, Education in Full fund and West Kent 8-12s Residential Trip) where there would be no donation for 2020/21.

DUNTON GREEN PARISH COUNCIL DONATIONS

DONATIONS	2020-21
Citizens Advice in North & West Kent	£50.00
West Kent Mediation	£50.00
Kent Surrey & Sussex Air Ambulance Trust	£150.00
RBL Poppy Appeal	£50.00
Kent Community Domestic Abuse Programme	£100.00
Tunbridge Wells & District Samaritans	£100.00
Victim Support	£100.00
Sevenoaks Volunteer Transport Group	£150.00
Holding On Letting Go	£100.00
Relate	£50.00
Sevenoaks CFR	£50.00
Dunton Green Primary School PTA	£150.00
MacMillan Cancer Support	£100.00
Lockdown Larder <i>ALREADY PAID (during early lockdown to assist families in DG)</i>	£250.00
TOTAL DONATIONS	£1,450.00

GRANTS	2020-21
Age UK/ Age UK Pop In	£1,000.00
Sevenoaks District Communities Together (SDC Spacehive fundraiser) in support of Age UK, & 3 other local charities during Covid-19 lockdown <i>ALREADY PAID (during early lockdown to assist families in DG)</i>	£1,000.00
TOTAL GRANTS	£2,000.00

6.2 Donnington Hall Heating System

Cllr. Lapham updated the Council on the situation at Donnington Hall. There had been a problem with the flooring last year where the floor was damaged and subsequently replaced. This had cost £22,000 although some of that money had been recovered via an insurance claim.

There was then a problem with the boiler which resulted in there being no heating. This had left the hall susceptible to the cold and damp again. With the pipework & radiators being 90 years old there is likely a leak somewhere (under the floor) which is causing further issues. It has been estimated that it will cost something in the region of £17,500 (inclusive of VAT where applicable) to complete all the necessary works; this will include replacement of the boiler, pipework, plus installation of air bricks to improve the situation for the future.

Donnington Hall has some funds having received a Covid grant but that was intended to cover loss of revenue and to use all the hall's funds would leave them short moving forward.

Donnington Hall is therefore asking whether Dunton Green Parish Council can contribute £7,000 towards this project. Some members of Donnington Hall's Management Committee believed their insurers would not cover any claim that might be made as they had already paid out for the floor repair. As this had not actually been checked, this was not a view that the Parish Council could accept without further proper investigation.

It was Proposed - Cllr. Lockey, Seconded - Cllr. Gomes-Chodynieski and Agreed that the Parish Council agree in principle to aiding Donnington Hall. However, the sum would not yet be determined as there needed to be an assurance from Donnington Hall Management Committee that their insurers will not cover at least some of the costs; the Clerk needs to liaise with Sevenoaks District Council to ensure that the use of Community Infrastructure Levy money for this purpose is deemed by them as acceptable and the Clerk also wishes to review allocations of CIL money generally across a number

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DHMC
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Clerk

of potential projects in order to be able to advise the Parish Council of what funding potential there is for this project

Further to the September meeting of DGPC, there was an outstanding item in relation to Donnington Hall and the provision of evidence. It had been agreed that there should be an item on the agenda for Donnington Hall Management Committee's next meeting to clarify the situation with regard to tenancy agreements for the garages, payment terms and so forth with a view to a proposal being drafted to ensure that this is properly regulated. The last meeting had been called at very short notice and this had not been an item on that agenda. Cllr. Hersey was asked to ensure that this is included as an item for the next meeting (in his role as Chairman of the Donnington Hall Management Committee).

GH

7. COVID-19

7.1 To note any updates to procedures and regulations affecting DGPC assets

There had been no changes to the practices required with the exception of a QR code being displayed at the Pavilion to allow users of the Track and Test system to 'sign in' into the venue using their mobile phones. For anyone not using the QR code system, they would continue to be registered with the activity organiser. Any visits by contractors are also logged at the Pavilion office.

8. CLERK'S REPORT To receive the Clerk's report

Tennis court: The winder had completely disappeared, and the net had been damaged. Cllr. Hersey had removed it for repair and had reinstated the net earlier that day, along with a newly fashioned winder mechanism.

KALC Community Award: it had been anticipated that this would be presented at the Annual Parish Meeting in March 2020 but the APM had been cancelled as a result of the coronavirus lockdown. As it now seemed unlikely that any form of face to face meeting would be scheduled any time soon, the Clerk asked if arrangements should be made for the Award to be presented to the recipient by the Chairman and the Clerk (all properly socially distanced, of course). This was agreed. The Clerk would report back on progress at the next meeting.

FE
Clerk

Football Club: the Clerk suggested that Parish Council consider waiving the balance of Dunton Green FC's hire fee for the pitch and pavilion changing rooms as the changing rooms were only being used to provide a toilet facility for this season. The club had paid 50% of the fee very promptly before the season and it seemed only reasonable that they should not have to pay for facilities that they are unable to use at this time. If there was a dramatic lifting of restrictions and circumstances changed this could be reviewed. It was Proposed - Cllr. Lockey, Seconded - Cllr. Carrol and Agreed that DGFC be advised that the balance of fees be waived for this season and that a review be undertaken should that be necessary for the 2020/21 season.

Clerk

The Clerk confirmed that after the September meeting Cllr. Copeland had volunteered to be the Parish Council's representative on the Education in Full Trust.

The Clerk reported that the Faithworks group had now been disbanded after over a decade of supporting Dunton Green. It had been felt that the village had moved on since Faithworks had first started work in the village and a decision had been made to withdraw. A small prayer group will continue to meet on a Sunday morning for the time being. This was noted and Faithworks were thanked for the support shown to the village.

9. COMMUNITY DEVELOPMENT & SAFETY

9.1 Anti-Social Behaviour - to note any issues

In the September report from the PCSOs it was noted that they have been doing a lot of work in the village, paying attention to areas including the recreation ground, the train station and Longford Meadow. They have apparently also been patrolling Campion Square and the surrounding roads and this will continue throughout the Autumn months to minimise any anti-social behaviour. It was also noted that they are also looking for any information about the graffiti in the area, although the Clerk was unaware of any new incidents of graffiti.

Members did comment that they were seeing the Police more around the village, especially around the station.

The Clerk was asked to inform the PCSOs that there seems to be a developing concern in the recreation ground with groups of youths in the MUGA on Friday & Saturday evenings intimidating younger people.

Clerk

It was also noted that from the e-watch bulletins there seemed to be no reports of dangerous driving through the village. This does seem to be a particular issue on weekend evenings with people circuiting from Polhill, down to Riverhead and back. This has been reported on social media and may well have been reported to the Police but is simply not being picked up on the e-bulletin.

10. FINANCE

10.1 A bank reconciliation to 30th September 2020 was presented by the Clerk and it was Resolved that it be accepted. The Chairman confirmed that she would verify all the bank balances stated on the reconciliations against the bank / investment statements when it was safe and appropriate to do so at the office.

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Clerk

TO END 30/09/2020

Cash in hand 01/04/2020			120,615.58
ADD			
Receipts 01/04/2020 - 30/09/2020			164,396.74
			285,012.32
SUBTRACT			
Payments 01/04/2020 - 30/09/2020			80,324.14
A: Cash in hand 30/09/2020			204,688.18
Cash in hand per Bank Statements			
Reserve 30/09/2020		117,865.92	
Current 30/09/2020		6,637.10	
CCLA Public Sector Deposit Fund 31/08/2020		40,185.16	
CCLA Local Authorities Property Fund 31/03/2020		40,000.00	
			204,688.18
Less unrepresented cheques			0.00
			204,688.18
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			204,688.18

10.2 Budget setting process - to discuss whether there should be a specific committee meeting before the November full council meeting.

It was agreed that members would review the budget proposals at the November meeting. The Clerk would aim to provide members with information before the end of October to allow some time for feedback ahead of discussions in November.

Clerk
ALL

10.3 To receive Year To Date Analysis (Apr-Sep inclusive) 2020-21

The Clerk advised members that this was not available but would be provided with documentation as per item 10.2.

Clerk

11. ACCOUNTS FOR PAYMENT

11.1 It was Proposed - Cllr. Gomes-Chodyniecki, Seconded - Cllr. Carrol and Agreed to approve/ratify for payment a list of cheques, bank transfers, debit card payments and direct debits (with supporting documentation) as detailed below.

Clerk

Chq/DD	Description	Net	VAT	Gross
September Payments (reported at September meeting in italics)				
<i>BANK TFR</i>	<i>Gardens of England Grounds Maintenance July 2020</i>	<i>2923.00</i>	<i>0.00</i>	<i>2923.00</i>
<i>BANK TFR</i>	<i>Getting-IT-Working IT Support August 2020</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>
<i>BANK TFR</i>	<i>Teambase Pavilion & Office Supplies</i>	<i>145.05</i>	<i>29.01</i>	<i>174.06</i>

DEBIT CARD	Adobe Systems Software Adobe Acrobat subscription	12.64	0.00	12.64
DD	Shed Station Confidential Waste Collection August 2020	31.00	6.20	37.20
DEBIT CARD	Amazon Covid 19 Precautions for Pavilion (Hand sanitiser, Anti-bac wipes, Gloves, Organiser boxes, A-frame)	88.44	12.80	101.24
BANK TFR	PKF Littlejohn LLP Audit Costs (2019/20 AGAR review)	400.00	80.00	480.00
BANK TFR	Staff Salaries & Expenses September 2020	2397.58	0.00	2397.58
BANK TFR	HMRC PAYE Tax & NI Quarter 2 2020/21 Payment	3149.43	0.00	3149.43
BANK TFR	KCC Photocopier leasing	139.66	27.93	167.59
BANK TFR	CPRE Annual Membership/Subscription 2020/21	36.00	0.00	36.00
DEBIT CARD	HM Land Registry (WorldPay) Copy of Title Deeds & Register	6.00	0.00	6.00
DD	E.On (Unmetered Supply) August 2020	80.03	4.04	84.87
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	B&CE HSM Ltd (The People's Pension)	296.37	0.00	296.37
DD	British Gas Pavilion Gas August 2020	67.74	3.38	71.12
DD	Virgin Mobile Phone contract	7.00	1.40	8.40
DD	E.On (Pavilion Electricity)	105.31	5.27	110.58
DEBIT CARD	Amazon Pavilion Supplies (including batteries)	17.52	3.51	21.03
DEBIT CARD	Amazon Pavilion Supplies (including new clocks)	29.98	0.00	29.98
BANK TFR	Came & Co Insurance Renewal 2020-21	4263.71	0.00	4263.71
BANK TFR	NALC DIS Extra Subscription 2020-21	90.00	18.00	108.00
BANK TFR	Teambase Pavilion & Office supplies	114.46	22.89	137.35
BANK TFR	Koolplay Ltd Longford Meadow Sports Fencing (balance)	2304.32	460.86	2765.18
DD	EE Mobile phone contract	8.17	1.63	9.80
BANK TFR	SLCC Clerk's Training (paid in error, since refunded)	30.00	6.00	36.00
BANK TFR	SLCC Clerk's Training	30.00	6.00	36.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning August 2020	335.70	67.14	402.84
BANK TFR	Getting-IT-Working IT Support September 2020	150.00	0.00	150.00
BANK TFR	SDC Cleaning Mill Road/Rec and Dog bin emptying	408.20	81.64	489.84
BANK TFR	CJS Plants Hanging baskets & planters (Oct 20-Mar 21)	2072.50	414.50	2487.00
BANK TFR	Sally Jolly Printing of DG News Autumn 2020 edition	966.60	0.00	966.60
BANK TFR	SLCC Clerk's Training	30.00	6.00	36.00
BANK TFR	SLCC Clerk's Training	60.00	12.00	72.00
BANK TFR	SLCC Clerk's Training	30.00	6.00	36.00

DD	Shed Station Confidential Waste Collection August 2020	31.00	6.20	37.20
DD	Onecom Ltd Broadband & Telephone	65.71	13.14	78.85
October Payments to date				
BANK TFR	The Play Inspection Company Ltd Operational Inspection (Aug 2020)	52.50	10.50	63.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning Sept 2020	697.12	139.42	836.54
BANK TFR	Gardens of England Grounds Maintenance September 2020	4299.00	0.00	4299.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat subscription	12.64	0.00	12.64
BANK TFR	KCC Photocopier leasing	163.65	32.73	196.38
BANK TFR	Stellar Building & Maintenance Ltd Installation of defibrillator and noticeboard at Ryewood	530.00	106.00	636.00
DD	British Gas Pavilion Gas September 2020	55.90	2.79	58.69
DD	E.On (Pavilion Electricity)	397.46	79.49	476.95
DD	Virgin Mobile Phone contract	7.00	1.40	8.40
DD	Shed Station Confidential Waste Collection September 2020	31.00	6.20	37.20
BANK TFR	SDC Pest control (treatment for wasp nest)	68.00	13.60	81.60
DD	E.On (Unmetered Supply) August 2020	78.22	3.91	82.13
BANK TFR	Staff Salaries & Expenses October 2020	2404.13	0.00	2404.13
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	B&CE HSM Ltd (The People's Pension)	294.28	0.00	294.28
October Payments (expected but unconfirmed as at 13/10/20)				
BANK TFR	Getting-IT-Working IT Support October 2020	150.00	0.00	150.00
DD	EE Mobile phone contract	8.17	1.63	9.80
DD	Onecom Ltd Broadband & Telephone			

12. PLANNING

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

12.1a		
Application Number:	20/02664/HOUSE	
Location:	29 Bankside	
Development:	Proposed first floor front, side extension, garage conversion, floor plan redesign with associated works to include juliette balcony and alterations to fenestration	
Recommendation:	Support Proposed - Cllr. Gomes-Chodyniewski, Seconded - Cllr. Carrol and Agreed	Clerk
12.1b		
Application Number:	20/02548/HOUSE	
Location:	75 Lennard Road	
Development:	Replacement of roof and frames of existing conservatory	
Recommendation:	Support Proposed - Cllr. Hersey, Seconded - Cllr. Gomes-Chodyniewski and Agreed	Clerk
12.1c		
Application Number:	20/02771/PAC	
Location:	136 London Road Dunton Green	
Development:	Prior notification of a change of use from offices B1 (a) current use to 2x dwellinghouses (flats) (C3) use. This application is made under Class	

	O of The Town and Country Planning (General Permitted Development) (England) Order 2015	
Recommendation:	<p>The Parish Council was not consulted in relation to this application but feels that it is necessary to refute some of the claims being made within this application and to indicate why such an application is problematic.</p> <p>Object (response as below) Proposed - Cllr. Carrol, Seconded - Cllr. Norton and Agreed The Parish Council is aware that this is not an application on which it is a consultee but as a neighbour of the property there are some serious concerns with the application and with some of the claims within it. For this reason, the Parish Council is submitting comments.</p> <p>The use class for the area proposed for conversion is not all B1 (offices). In fact, a substantial part of the property falls within use class A1 - shop/retail - as the current occupants have a bric a brac style shop operating from there and prior to that it was a retail outfit selling solar energy solutions (for a period of not less than a decade). To claim that this is all an office area and all class B1 is simply untrue.</p> <p>Parking. There is absolutely no parking provision associated with the property. In an area already suffering from an excess demand for on road parking spaces it is misleading to claim that conversion to dwellings would not require provision of dedicated parking. The three spaces indicated as already being available and used by the property are, in fact, in Glyn Davies Close which is a private unadopted road and which 136 London Road cannot claim to have the exclusive use of. Indeed, these spaces are already used by other residents, especially overnight when, of course, the current occupiers of 136 London Road are not there. Any other application to create dwellings would have to provide for parking.</p> <p>There is also a designated Public Right Way of Way demarcated in the access road to the recreation ground which runs adjacent to the property. The Parish Council has already had cause to contact the owners of 136 London Road to request that they do not park in the access road and that they do not block the PROW, the former causing considerable inconvenience and potential danger to anyone using the recreation ground facilities or trying to access parking at the rear of 136 London Road (an area that is within the boundaries of 138 London Road).</p> <p>This is not a simple case of changing the use class. The impact of the change of use in terms of adding to an already high demand for off road parking cannot and should not be underestimated.</p>	Clerk
12.1d		
Application Number:	20/02885/HOUSE	
Location:	Ivydene London Road	
Development:	Formation of vehicular access	
Recommendation:	Support Proposed - Cllr. Lapham, Seconded - Cllr. Norton and Agreed	Clerk

12.2 PLANNING NOTIFICATIONS It was resolved to note the decisions from SDC or the Planning Inspectorate.

12.2a	GRANT OF PLANNING PERMISSION
Application Number:	20/02232/FUL
Location:	Welcome Advertising 14 London Road
Development:	Change of use of existing ground floor from A1 retail (Printing shop) to A5 takeaway shop and new flue to rear

Grant:	Subject to conditions
12.2b	GRANT OF PLANNING PERMISSION
Application Number:	20/02198/MMA
Location:	30 Kingswood Road
Development:	Minor material amendment to 19/02221/HOUSE
Grant:	Subject to conditions
12.2c	REFUSAL OF PLANNING PERMISSION
Application Number:	20/02264/LDCPR
Location:	22 Mill Road
Development:	Garage conversion into habitable space
Refused:	On the grounds that permitted development rights were removed in the original planning permission and that a full planning application would be required.

Cllr Carrol left the meeting.

12.3 Planning White Paper Consultation: to discuss and agree the Parish Council's response Members had been provided with various documents in advance of the meeting concerning the Planning White Paper for their consideration and to help consolidate a response. Cllr. England informed members of her interpretation of what the proposed changes would mean the planning system, which members were in full agreement with. Cllrs. Lapham, Lockey and Hersey reiterated a number of the points and it was Resolved that rather than respond question by question to the consultation, a letter should be written to Robert Jenrick MP (Secretary of State for Housing, Communities and Local Government) detailing the concerns as follows:

Clerk

The White Paper clearly seeks to reduce the number and types of decision that can be made by local people in relation to development in their areas. Whilst Parish Councils are only consultees in the planning process, they have an important role in the decision-making process and can provide local intelligence about sites and the impact of development on their parishes. That knowledge is deemed valuable and is listened to! To diminish the input of local people is a backward step and detrimental to democracy.

Whilst the White Paper seeks to divide areas into zones, the Paper itself lacks detail. There is no information about redesignating or increasing the Green Belt and AONBs. Degradation of green spaces is a serious concern. Decisions will be made by algorithms and not by local demand or input.

There appears to be no logic to the areas designated for growth. Areas that are already struggling to understand and meet the development targets set by Government are, in many instances, now being expected to provide even higher levels of development. There is too much emphasis on promoting growth in the South (the South East already being turned into a concrete jungle) and little to address and promote the needs of the North.

In 'Renewal' areas there seems to be more permitted deintensification which will potentially allow a good deal more infill development whilst placing increasing demands on infrastructure that is already stretched beyond capacity.

Community Infrastructure Levy (CIL) and S106 appear to be being scrapped at the local level, meaning that communities affected by development will have even less influence on how that money is spent and be more unlikely to receive any benefit from development.

The threshold for the provision of affordable housing is being raised to 40/50 dwellings. Below that level there is no obligation to contribute towards or provide social housing. The onus is then solely on large developments. For many small parishes a development of 10 homes would be seen as large-scale development and yet such developments will not have to make any form of contribution to much needed and essential affordable homes. The need for social housing and the provision in the future is conspicuously absent from the White Paper.

Digitisation of the process has its merits but to lose completely the need for hard copies to be provided and shared is discriminatory. Not everyone has access to the sort of equipment that

would allow them to print off information to a size where it is properly legible, or the resources at small community level to project images and information so that they can be discussed.

There is an overemphasis on the process being design-led and very little to give confidence that building will be of the highest quality. The target for the building of carbon-neutral homes is 2050. This seems very unambitious and given the technology already available could, surely be brought forward significantly. Again, this is an indicator of quantity rather than quality of homes for development as the driver and another indicator that the White Paper generally is a Developer Charter. There seems to be little or no benefit to local communities or Planning Authorities and there is nothing to give any confidence that protections will increase. This is a charter for the next generation of slum dwellings in our towns and cities and the destruction of our green spaces forever.

13. **INFRASTRUCTURE IMPROVEMENT & COMMUNITY ASPIRATIONS** To consider information & updates, if applicable/available, and to agree actions where necessary
An updated document had been provided for members who would now take time to consult and advise the Clerk if there were any items that could be added. ALL
14. **RECREATIONAL FACILITIES AND COMMUNITY AMENITIES**
- 14.1 Grounds Maintenance
Nothing specific to report.
- 14.2 Projects - Updates regarding:
- 14.2a Installation of noticeboard at Ryewood: it was noted that this had been completed.
- 14.2b Installation of bollards at The Crescent (Station Road): it was noted that this had been completed.
- 14.2c Installation of gate/barrier at Longford Meadow: the Clerk has chased this, but it is seemingly proving difficult for the contractor to get a quote from the gate supplier. The Clerk will chase again. Clerk
- 14.2d Longford Meadow Climbing rocks project - to consider proposals and agree next steps: Members agreed that the Rox Climbing proposal 2 (ladder combination) was the most appealing and the Clerk would now ask for a full quotation from Koolplay Ltd. Clerk
- 14.2e Recreation Ground equipment upgrade (zipwire/climbing net/play goal): to consider options: Information to be forwarded to members once received for discussion at a future meeting.
- 14.2f Maintenance/repair work - play equipment at recreation ground: to consider requirements. It was noted that there is a need to replace the grass matting beneath the single point swing and that the Clerk would seek quotes to enable that work to be completed. Clerk
- 14.3 Pavilion
- 14.3a Plant room / boiler issue - update: visit was scheduled for 15th October (having been let down the week before) to install a new set of boiler controls and associated works.
- 14.4 Prices Wood
- 14.4 It was noted that a surveyor had been appointed to undertake an assessment of the boundary. The initial expenditure will be £600 plus expenses to complete a Preliminary and Informal Letter (PIL). It was Proposed - Cllr Lockey, Seconded - Cllr. Norton that the Clerk be permitted to instruct the surveyor to complete the next stage of the process if deemed likely (this would be a Draft Letter of Advice and Recommendations) which, if the surveyor is instructed in a timely manner would incur an additional £600 plus expenses (the PIL acting as the foundation for this work). The surveyor having now completed an initial visit, it would be necessary for the Parish Council's grounds maintenance contractors to create a 1m wide access strip along the current boundary to afford the surveyor room to assess the boundary and actually see it (much of it currently heavily blocked). Clerk
15. **HIGHWAYS & TRANSPORTATION**
- 15.1 Update and information further an introductory meeting of the A25 and A224 Diversion Route Group
A further meeting was yet to be scheduled but the Clerk had contacted Cllr. Chard (KCC), as members had requested, for clarification with regard to what he had meant by a 'scheme of monitoring' being introduced in relation to traffic speeds on London Road. His response had not provided any further clarification on this point and the Clerk would follow up at the next meeting of the working group. Clerk

16. ALLOTMENTS

Nothing new to report, other than the fact that Cllr. Hersey has commenced hedge cutting at the site.

17. COMMUNICATION**17.1 Newsletter**

The Clerk reminded members that the copy deadline for the newsletter is 1st November but encouraged them to please submit articles and photographs at any time for inclusion in Dunton Green News. There was a potential additional volunteer for delivery of the newsletters which the Clerk would follow up. Any assistance with delivering newsletters was always welcomed.

ALL

Clerk

17.2 Communications - Policy / Objectives (to note need for this to be developed)

The Clerk would look in more detail at this and provide members with a document to consider in due course.

Clerk

17.3 E-newsletter

The Clerk would provide members with more details about how this might work.

Clerk

18. EVENTS**18.1 Remembrance Day Service 2020**

It was agreed that, unfortunately, it would be necessary to cancel this year's service. The Parish Council would still lay a wreath at the war memorial and ask other organisations to do likewise at a time convenient to them and observing social distancing. The Clerk would forward details of potential plans being prepared at St. Mary's to establish whether any member is available to participate at all.

Clerk

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Clerk

18.2 Christmas Singalong 2020

Again, it was agreed that this year's event should be cancelled due to the ongoing restrictions and in anticipation of the potential for stricter measures should a full second wave of the Covid-19 pandemic take hold.

18.3 Christmas Tree

It was reconfirmed that the Parish Council would be planting a much smaller rooted tree on the village green so that this establishes and becomes the centre point of Christmas gatherings in future years. It was also confirmed that there will be no cut tree a) because there will be a rooted tree in place and b) because it would be far too difficult to manage its installation and remain Covid-safe.

In order to try to inject some much-needed happiness, it was agreed that the Parish Council would seek to have some additional illuminations installed both at the village green and on the front of the Pavilion building. It was agreed that a maximum budget of £3750 be set as there had been no expenditure on fireworks this year and there will be no refreshments catering for any events. The Clerk would seek information from Blachere Illuminations in the first instance to assess what is viable. The traders on the parade would be encouraged to put up their lights a little earlier than was managed last year in an effort to bring about some Christmas cheer.

Clerk

19. CORRESPONDENCE

FOR DECISION	
West Kent Communities	Informal verbal request to extend the current 8-12s booking to include time for non-contact boxing sessions at the Pavilion. Full details had been requested but have not yet been received. In principle there is no issue but there would need to be a full risk assessment and provision of details in writing.

Clerk

The items of correspondence below were NOTED by the Parish Council:

INFORMATION	
Dunton Green Primary School	Thank you card from the PTA (designed and written by a 5-year-old)
Local Councils Update	Sept 2020
KCC	Salt bags. These are offered annually but the Parish Council has nowhere sensible to store a one tonne bag or the resource to have it decanted into smaller bags.

20. DATE OF NEXT MEETING

Scheduled: November 10th, 2020 (7.30pm). It was agreed that this meeting will be held virtually.

PUBLIC SESSION

Mr. Mackie of Pounsley Road asked for clarification of the steps being taken in relation to the Price's Wood boundary with Pounsley Road properties. Mr Mackie was advised that the Parish Council has engaged a professional surveyor to provide advice and guidance in relation to the boundary, for the benefit of all parties. It is necessary for contractors to cut a narrow pathway behind the properties to enable a proper assessment of the current boundary. As soon as the surveyor has completed his assessment the Parish Council will contact Pounsley Road residents to advise.

The meeting closed at 9.35pm.