

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held virtually on Tuesday 9th June 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

The Chairman welcomed everyone to the first meeting of the Parish Council to be held during the Covid-19 pandemic and the first on a virtual conferencing platform. There were no questions.

1. PRESENT / APOLOGIES

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

Apologies (accepted): Cllr. Bayley (SDC)

In attendance: Tracy Godden (Clerk), Cllr. Brown (SDC), Deborah Parker (Resident)

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 10th March 2020 were approved as a true record. Proposed - Cllr Mrs. Gomes-Chodyniewski, Seconded - Cllr. Carrol and Agreed.

There had been no meetings of the Parish Council in April or May 2020.

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.

None.

5. COVID-19

5.1 DGPC preventative measures taken

The Clerk confirmed that with effect from w/c 23rd March 2020, Dunton Green Pavilion had been closed to the public (all regular hirers having already indicated that it was not possible for them to continue under the social distancing restrictions being imposed) and that the Parish Office was also closed until further notice, with the Clerk working from home and attending the office on a needs must basis only. All play areas had been locked shut where possible or cordoned off with barrier fencing, in line with the Government's closure of all play areas. The tennis court had been re-opened in May, as restrictions had been lifted slightly. All other areas (including the recreation ground car park) remain closed.

It was agreed that as & when the restrictions are lifted further the Parish Council should consider a phased opening of the MUGA. It could be open during the day but closed at night to deter groups gathering at the youth shelters that are contained in the MUGA. Clerk to make arrangements with the Bookings & Facilities Manager, as & when required.

Clerk

5.2 ASB

There has been a rise in anti-social behaviour (ASB) during the lockdown. This has consisted largely of excessive littering, fly tipping, unauthorised gatherings and drugtaking & likely dealing (evidence of the use of nitrous oxide in the form of gas canisters being seen increasingly through the village). This is a situation not unique to Dunton Green. There has also been a significant increase in the number of vehicles parking at the end of Mill Road, next to Longford Meadow and at the other end of Longford Meadow, at the Lusted Road entrance. There was some evidence to suggest that people parking here are then making their way to Chipstead Lake where there have been serious concerns about the sharp increase in ASB. The Parish Council continues to urge residents to report all issues and concerns direct to the Police or the Community Safety Unit. Without the assistance of the public in reporting these matters, it will be very difficult to argue that a greater presence is needed.

5.3 Loss of income 2020-21

The closure of Dunton Green Pavilion will have a significant impact on the Parish Council’s revenue for 2020/21. Whilst DGPC is a precepting authority and receives most of its income through the collection of council tax, it does not budget for all its income to be from that source. The Parish Council continues to be financially astute and includes measures & contingencies in its budgeting process to help mitigate a degree of lost income year on year.

Clerk

The Clerk had completed a comparison of the period March/April/May 2020 with the same period in 2019. There is net difference of -£3685.81 for that period, as an illustration of the sort of money that Parish Council has lost to date this year in terms of pavilion hire revenue. The Clerk will revisit figures provided by the Bookings & Facilities Manager so that a net of VAT figure can be provided of forecast income loss for the period of lockdown for the next meeting. Realistically, pavilion hire is likely to be severely affected for quite some time, as many of the Parish Council’s regular hirers hold classes that usually run with significant numbers of people (and at the moment it is difficult to envisage how or when classes will be reinstated on the basis that they ran pre-lockdown).

6. CLERK’S REPORT To receive the Clerk’s report

It has been necessary to take decisions outside of meetings due to the current lockdown restrictions. It was Proposed - Cllr Miss. Norton, Seconded - Cllr. Lapham and Agreed to ratify decisions taken:

Clerk

DATE	INFORMATION SHARED WITH MEMBERS	DECISION / ACTION TO BE TAKEN	DECISION (to be ratified)
23rd March 2020	<p>SCHEME OF DELEGATION</p> <p>The Parish Council should have a ‘Scheme of Delegation’ in place which summarises much of what goes on day to day in terms of what is delegated to The Clerk/RFO. In that regard it is confirming the sort of things that the Clerk/RFO deals with daily in managing the business of the Council and actions which do not require specific instruction from the Council each time they are undertaken.</p> <p>The Scheme of Delegation also outlines what happens if there is urgent business to attend to. In line with other councils, an additional final section is now included to try to ensure that the basic scheme is also now fit for purpose for the current Coronavirus situation. To that end, it explicitly states that the Council, under Pandemic Contingency measures, will delegate to the Clerk/RFO all powers necessary to allow the continued smooth running of the Council.</p>	<p>REVIEW THE SCHEME OF DELEGATION DOCUMENT & INDICATE WHETHER OR NOT DOCUMENT IS APPROVED</p>	<p>APPROVED</p>
23rd March 2020	<p>COUNCIL MEETINGS</p> <p>Many Parish and Town Councils are cancelling/suspending meetings until further notice. It is the Clerk’s recommendation that the April meeting be cancelled fully and that residents be advised that meetings are suspended until further notice. The situation for the May meeting can be considered later in April. It may be that by then there will be rulings in relation to ‘virtual’ meetings (which are currently not permitted) and we may be able to hold a meeting in this way. Or we may conclude that it should be postponed as well. The Clerk will need to seek specific advice on the Annual Meeting of the Parish Council (which is what May’s meeting is - election of Chairman etc) but there will probably be further guidance on all of this in due course. The Clerk also advises that all diarised committee meetings be cancelled, and that scheduling is revisited once we are ‘back to normal’.</p>	<p>THE APRIL MEETING TO BE CANCELLED, ALL COMMITTEE MEETINGS ALREADY DIARISED CANCELLED, PUBLICISE THAT DGPC MEETINGS ARE EFFECTIVELY SUSPENDED UNTIL FURTHER NOTICE AND THE CLERK TO SEEK ADVICE WITH REGARD TO THE ANNUAL MEETING OF THE PARISH COUNCIL</p>	<p>AGREED</p>
25th March 2020	<p>SOCIAL DISTANCING/PLAY EQUIPMENT - UPDATE</p> <p>As the Government advised on Monday that all playgrounds are closed we have locked the tennis courts and MUGA, JB is purchasing locks so she can do the same with the fenced in small children’s play area and she will be cordoning off the other areas and the outdoor gym kit with hazard warning tape, along with some notices advising that the equipment should not be used. This virus stays on hard surfaces and it is not for no reason that such areas are being closed. It is also in line with play areas in Ryewood being taped off, so we do have some consistency across the village.</p> <p>The car park is also now locked. This is to deter visitors in cars, or numbers. It is also to prevent people from assuming that they can forever more park as they wish there (we had already been seeing a degree of this developing). It is more critically to ensure that the rec does not become attractive</p>	<p>11th May update: Tennis court to be unpadlocked with effect from 13th May. The MUGA, the outside gym areas and the play areas must all remain closed.</p>	<p>NOTED</p>

Continued ...	<p>as a place for an unauthorised encampment and also to protect the pavilion which will be empty for quite some time. It was necessary to get this done - in line with many other councils - whilst we still had the resource to do this. JB will continue to try to monitor the pavilion and keep an eye on DGPC assets (whilst adhering to social distancing guidelines) but none of us know how long that will be able to continue so we have made decisions now to support the Government advice.</p> <p>People can still walk to the rec, abiding by the strict guidelines that are now in force, and they can use the grassed areas for walking or running around. They simply should not be coming in numbers and they should be avoiding other users. This cannot be stressed enough - the information video that Cllr Miss. Norton shared is full of the reasons why and if we do not all act to keep our distances it will be disastrous for us all.</p>	Continued...	Continued...
26th March 2020	<p>DGPC CCLA Investments</p> <p>The Clerk has been advised that for both the Parish Council's Local Authority Property Fund and its Public Sector Deposit Fund trading has been suspended for now as a result of the impact on property markets etc of the coronavirus pandemic.</p>	Monitor	NOTED
29th April 2020	<p>Price's Wood</p> <p>The Clerk contacted Pounsley Road Residents Ltd as it had been indicated that they would be meeting (as discussed at the March meeting). Due to the lockdown no meeting has taken place, but it has been clarified that PRR Ltd.'s only area of interest is the management and maintenance of the road. This was stated in response to DGPC highlighting again (with photos) the concerns there are regarding alleged encroachment of Price's Wood by some residents and the apparent dumping/storage of their items at the rear of their properties. As this does not come under the auspices of PRR Ltd, residents should be contacted directly. SDC will be putting up signage very soon (on the 5-bar gate) outlining the 'rules' of the bike trail and making sure that people know it is there. People have been using it and the bike trail has bedded in quite nicely (even if the wood itself is still recovering a bit). All this being the case and given that PRR Ltd are only interested in access across the road, the Clerk suggests that DGPC considers that debate closed (there has been legal advice confirming that DGPC is entitled to access the wood from the road). The matter of concerns about the boundaries etc has been discussed with the Chairman and it is proposed that a letter be sent to residents.</p>	COMMUNICATION TO BE SENT TO ALL POUNSLEY ROAD RESIDENTS (AS PRR LTD WILL NO LONGER BE INVOLVED) TO HIGHLIGHT THE ISSUES WITH ENCROACHMENT AND ASKING THAT ANYONE WHO THIS APPLIES TO TAKES THE REQUISITE STEPS TO REMEDY THE SITUATION.	AGREED
29th April 2020	<p>VE DAY Service - St. Mary's</p> <p>Many plans for VE Day commemorations have been shelved but St. Mary's are planning on having a service via Zoom (Fri May 8th, 11am). Daphne Harrison (who has sometimes led DGPC's Remembrance Day Services) has asked if someone from DGPC might wish to join that service via Zoom and contribute (by making some form of reading).</p>	VOLUNTEER TO ATTEND THE SERVICE	Cllr Gomes-Chodyniecki to attend
29th April 2020	<p>DGPC Meetings - MAY</p> <p>There have been several legislative changes in relation to meetings. The first is the temporary permission that has been granted for meetings to be held remotely whilst the lockdown regulations remain in place. The second, is the relaxation of the requirement for an Annual Meeting of the Parish Council, which has been waived for 2020 and deferred to 2021. However, Parish Councils may still have an annual meeting this year if they wish to or if they are not happy to maintain the status quo for another year.</p>	CANCEL THE MAY MEETING, DEFER THE ANNUAL MEETING OF THE PARISH COUNCIL TO 2021 AND SCHEDULE A MEETING FOR JUNE	AGREED
29th April 2020	<p>S106 £ and school</p> <p>No response from KCC. The Clerk has therefore written to Richard Morris at SDC (Chief Officer - Planning & Regulatory Services) to ask whether his team can investigate what has happened with that funding (other than it being given to KCC). The Clerk has asked if SDC can try to establish what, if anything, has happened to that funding and if the answer is that it is yet to be spent to find out what KCC's plans are. The Clerk has also asked for clarity/confirmation of the terms of the S106 Agreement in relation to that pot of money. SDC has advised the Clerk to expect a response by 13th May.</p>	FOR INFORMATION Update pending	NOTED

29th April 2020	<p>Internal Audit and Annual Governance and Accounts Return (AGAR) 2019/20</p> <p>The Internal Audit has been completed and the Internal Auditor is satisfied with everything that he checked. This was completed remotely with the Clerk sending a vast array of documentation which he has checked and asked questions about. It was extremely time consuming for both parties in comparison to an onsite audit. The Internal Auditor has completed the relevant section of the Annual Return and has sent a hard copy.</p> <p>With regard to the AGAR, it is completed but full council must sign this off in a meeting situation. Timeframes for submission of the AGAR have been put back so there is less pressure to get this signed off now although PKF Littlejohn (the appointed External Auditors) have indicated that councils should try to submit as close to the original timelines (presumably to assist them with not having a huge backlog that comes in during the summer).</p>	FOR INFORMATION	NOTED
29th April 2020	<p>10 & 11 Hillfield Road</p> <p>There were grant of easement discussions that took place last year with regard to access to the rear of two properties on Hillfield Road. The Clerk has received an email from a solicitor acting for the property developer (a Mr B Best), rather than the landowner, asking that the easement be granted and asking what costs would be involved (to be reimbursed to the PC). He was under the impression from Mr Best that the Parish Council was minded to grant an easement (for pedestrian access). However, Mr Best had not been on copy of the further communication with the landowner and was not up to date with the Parish Council's final decision not to grant an easement. The Clerk has informed the solicitor. It seems likely DGPC will hear from them again in due course; apparently the developer is wishing to put 4 starter homes on the plot (although they still cannot provide any parking on the site).</p>	FOR INFORMATION	NOTED
29th April 2020	<p>Catch up meeting CDWs</p> <p>Final catch up for the project was by Zoom. The CDWs will produce a report for the last year and add that to reports prepared in previous years - no final report to fully close off the project. It was suggested by DGPC that it would be useful to all parties if there was a section with learnings (what did/did not work etc) so that for any future projects (anywhere in the district) mistakes aren't repeated. One of the things asked for going into the meeting was information on any balances of funding. Kelly Webb confirmed that there is c.£11k still available (the main excess is in the pot that was allocated to DGPC for the construction of the Pavilion). It was agreed that DGPC should submit the invoices for the installation of the changing room toilets, upgrade of the CCTV and any other post-'completion' enhancements to the building to claim the bulk of the monies and any balance remaining can be used to fund community activities like football sessions, basketball etc when we can get them resumed. The conclusion on all sides was that it is important for the money to come to DG and not go back to Berkeley Homes.</p>	FOR INFORMATION	NOTED
29th April 2020	<p>'Sevenoaks District Communities Together'</p> <p>An email has been issued from Cllr Peter Fleming, Leader of SDC, about supporting a fundraising effort for 4 vital local charities (3 of which we support each year). Some members had asked in the initial stages of lockdown if DGPC was going to do anything to support the community. It was indicated that as we are a resource poor council it was not realistic to expect members to lead volunteering (some members fall into vulnerable groups, some are working and in any case there are only 8 members) and that the community should step up in these unprecedented times. DGPC has signposted people to those who are better placed to offer tangible support and continues to issue information about support and services being offered.</p>	Sevenoaks District Communities Together - DGPC to make a £1000 contribution to support Age UK (Sevenoaks and Tonbridge), Domestic Abuse Volunteer Support Services (DAVSS); Friends for Families (Sevenoaks) and West Kent Mind	AGREED (donation pledged 1st May)

29th April 2020	Newsletter Under the current circumstances, with all the concerns around how a newsletter can safely be delivered, the Clerk proposes that the summer edition of Dunton Green News be cancelled, and a larger autumn issue can be produced. This way, hopefully we will be through the worst of this Covid 19 situation and there will be some semblance of a return to normality. Members are asked to each consider how they can contribute an article to that edition - members have until 1st August to submit something but if articles/photos can be sent to the Clerk sooner than that it would be welcomed. The Autumn edition can be used as a means of recording how DG has coped under the lockdown, what everyone been doing (or articles that are a total distraction from all of this) and how the wider community has reacted. To that end, it is proposed to make a call to the DG community to get involved and submit photos, articles, comments that can then be used as a record of this very strange time.	CANCEL THE SUMER EDITION OF DUNTON GREEN NEWS WITH A VIEW TO PRODUCING A 'BUMPER' AUTUMN 2020 EDITION	AGREED
28th May 2020	Pounsley Road/Price's Wood (PW) Further to action taken re 29 th April (above) the Clerk & Chairman propose that DGPC engages someone (some form of land assessor/agent) to establish once and for all the correct line at the rear of the properties. There should be a straight line based on all the plans that DGPC has. That straight line does not imply that all the gardens are of the same length, simply that none of the gardens should be out of line with others at the boundary with PW. In order to resolve this, DGPC we should engage someone to advise DGPC of what the situation is (and then engage the solicitor to write to residents with the results).	ENGAGE A LAND ASSESSOR/AGENT TO ADVISE ON THE BOUNDARY BETWEEN POUNSLEY ROAD PROPERTIES AND PW.	AGREED
28th May 2020	June meeting Trial private session on 2nd June to set ground rules; hold June meeting as planned on 9th June	TRIAL SESSION 7.30pm JUNE 2 ND VIA ZOOM	AGREED
28th May 2020	Highways Infrastructure Plan (HIP) KCC requested a new HIP for 2020/21. Having submitted a document with 15 items on it last year, KCC reduced that down to 2 items as they have a quite specific remit for the HIP (as everything must be safety critical). The Clerk has now resubmitted the HIP for 2020/21 but has reinstated two items that appear still to fall under 'safety' and for which KCC's reasons for removing do not seem logical. Nothing new has been added (on the grounds that some of the items would be deemed as maintenance and so could be reported direct to KCC anyway).	REVIEW HIP DOCUMENT AND SUGGEST CHANGES AS REQUIRED	NO CHANGES SUGGESTED; DOCUMENT ACCEPTED
28th May 2020	S106 Money The Clerk has provided SDC with an invoice to claim the balance (£11,819.79) of the Community Facilities Contribution Fund (as per detail from 29 th Apr - CDW Catch Up). This is the balance of monies left from that fund for the S106 Agreement re WKCS. The bulk of the claim effectively reimburses DGPC for spend on the pavilion since the construction phase (so the installation of toilets in the changing rooms, upgrade to CCTV etc). There is a sum in that claim (£1695.21) which will be ring fenced for spending on community activities over the next few years (so it could support the introduction of basketball, be used to get more Age UK activities in DG etc).	FOR INFORMATION	NOTED & ACCEPTED
28th May 2020	Allotments The Social Club capped off the water supply to the allotments last year (allegedly because of a huge bill following one particular [now former] social club plot holder watering their plot excessively). A couple of DGPC plot holders have been in contact to ask what can be done to get the supply reinstated and the Clerk has written to the Social Club, indicating that the Parish Council is prepared to contribute to the cost (last year they suggested £5/calendar month - that Clerk has suggested a lump sum of £60 as there is little point in paying it monthly. DGPC has always been very willing to contribute to water costs.	CLLR. HERSEY HAS SUGGESTED THAT HE COULD FILL DGPC PLOT HOLDER'S WATER BUTTS FROM A SUPPLY AT DONNINGTON HALL. WITH NO HIRERS AT THE MOMENT HE COULD CALCULATE THE LIKELY COST AND DONNINGTON HALL COULD INVOICE DGPC ACCORDINGLY FOR REIMBURSEMENT OF WATER COSTS. DO MEMBERS AGREE TO THIS PROPOSAL?	AGREED

<p>28th May 2020</p>	<p>Infrastructure Aspirations Everything else that was on that old HIP is being logged on another document (together with a raft of additional items). It is a full list of all sorts of things that need doing, could be done, might be aspired for as and when there is development that affects DG or, indeed, is generally desirable for the general betterment of DG. It is turning out to be a quite detailed document (from pavement resurfacing to the climbing rock; double yellow lines to more hanging baskets) but it should be a really good reference point for items that DGPC might need to chase to be done on the grounds of maintenance, for helping DGPC input into planning applications and for generally having a central port of call for listing all the things that DGPC may wish to get done (or already has indicated it would like to do). The spreadsheet has numerous pages. There is a 'full list' which has everything on it but the Clerk has also subdivided that list on the basis of categorising each item, so that members can look at some areas in isolation (some items will fall into multiple categories, of course). It is very much a live, working document and it can be reviewed in terms of progress against items regularly. Due to the size of the document it has been sent in PDF format to members and in hard copy.</p>	<p>MEMBERS ARE TO REVIEW THE DETAILS AND SUGGEST ADDITIONS / CHANGES AS THEY SEE FIT. IN ORDER TO START WORK ON SOME AREAS, MEMBERS ARE REQUESTED TO LOOK PARTICULARLY AT THE 'LEGAL' CATEGORY AND CONSIDER APPROVAL OF THOSE ITEMS SO THAT INITIAL ENQUIRIES CAN BE MADE.</p>	<p>TO BE DISCUSSED AT THE JUNE MEETING</p>
<p>28th May 2020</p>	<p>PCSOs As of 25th May, Westerham is being moved off the patch that includes DG and will be tied into the Edenbridge patch (along with Crockham Hill?). PCSO HARDY is being moved to Edenbridge and will work with a PCSO over there. She will no longer be one of our PCSOs (despite 11 years on/off with DG/Riverhead). PCSO HARWOOD stays based in Sevenoaks and whilst she will have two other PCSOs working with her (PCSOS DARLING & WILDERS), one of whom is new). The new patch is now: DG/Riverhead, Halstead/Knockholt/Badgers Mount, Brasted, /Chevening/Sundridge, Sevenoaks Town/Sevenoaks Kippington/Sevenoaks Eastern/Sevenoaks St Johns, Seal/Weald/Kemsing plus all the little hamlets in-between. Approximately 47 sqm. The Parish Council has not been formally notified of these changes; it was the PCSOs who provided notice of the change.</p>	<p>WRITE TO THE CHIEF INSPECTOR (SEVENOAKS) AND THE POLICE & CRIME COMMISSIONER TO EXPRESS CONCERN ABOUT PCSO DISTRIBUTION ACROSS SEVENOAKS.</p>	<p>AGREED</p>

The Clerk had received a response from SDC in relation to an item above (29th April - S106 £ and school). It was not an entirely satisfactory response as it simply reiterated that a sum of £236,096 had been allocated as 'Primary School Education Contribution', it has to be spent within a two mile radius (so Dunton Green or Riverhead schools) and is to be used 'for the provision of additional pupil places'; all things that DGPC is fully aware of already. SDC had indicated that KCC ought to be able to confirm if the money has been spent & where and if not, when & where it will be spent. The only new information was confirmation that the money cannot be spent at the Fort Halstead development. There was no offer of assistance in obtaining information from KCC, the Clerk having been trying to get a meeting arranged for the last eight months, with no response on this from KCC since Cllr. Chard had visited the school to speak with the Headteacher in Oct/Nov 2019. Cllr. Brown (SDC) offered to contact KCC to see what information he might be able to glean about the use of this money. The Clerk would also follow up.

CB Clerk

The Clerk had earlier that day been contacted by Kathy James from the Lockdown Larder scheme, asking whether DGPC would be able to contribute financially to the Lockdown Larder scheme. This scheme was set up by volunteers in response to the Covid-19 crisis and complements the SDC crisis response and volunteer work of foodbanks locally by providing a £25 shop of fresh food for applicants each week. So far, Lockdown Larder has done 45 shops for families in Dunton Green. The scheme relies completely on donated monies and volunteer help to continue this invaluable support at a time which is so difficult for many local residents.

It was Proposed - Cllr. Lockey, Seconded - Cllr. Lapham and Agreed that a donation of £250 should be made. Details of the scheme's website (<https://www.lockdownlarder.co.uk/>) would be sent to members so that they could read more about the scheme.

Clerk Clerk

In the light of events around the Black Lives Matter protests the previous weekend and the concerns about statues/landmarks bearing a link with slavery/colonialism, the Clerk had been asked to inform the Community Safety Unit if there were any such areas/items in Dunton Green. It was agreed that



there were no known connections to slavery/colonialism in the village that the CSU might need to be informed about. Clerk to confirm with the CSU. Clerk

7. COMMUNITY DEVELOPMENT & SAFETY

7.1 PCSO allocation changes / impact on Dunton Green

As reported under Item 6, PCSO Hardy has been moved from Dunton Green due to a slight reorganisation within the PCSO team to provide an additional POC SO for Edenbridge.

Cllr. Lapham reminded members that there had been a categorical promise that despite the last austerity cuts there would be no reduction in front line policing (this was stated a DGPC meeting within the last two years). The Clerk confirmed that there are currently only 9 PCSOs covering the entire Sevenoaks district which is simply not enough to effectively undertake meaningful neighbourhood policing. Cllr. Carrol also commented that it was concerning, especially at the current time with the increases in reports of ASB, that PCSO Hardy has been moved from a patch that she has a great deal of knowledge and experience of, gained over the last 11 years (on & off).

As already agreed, the Clerk would be raising these concerns with Kent Police and with Laura Trott MP. Clerk

8. FINANCE

8.1 Bank reconciliations to 31st March 2020, 30th April 2020 and 31st May 2020 were presented by the Clerk and it was Proposed - Cllr Miss. Norton, Seconded - Cllr. Lockey and Agreed that they 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 to do so at the office (it had not been possible to date, with the Clerk working from home). It would be reported once this had been done. FE Clerk

TO END 31/03/2020

Cash in hand 01/04/2019			117,757.48
ADD			
Receipts 01/04/2019 - 31/03/2020			196,514.95
			314,272.43
SUBTRACT			
Payments 01/04/2019 - 31/03/2020			193,656.85
A: Cash in hand 31/03/2020			120,615.58
Cash in hand per Bank Statements			
Reserve 31/03/2020		30,046.52	
Current 31/03/2020		10,445.04	
CCLA Public Sector Deposit Fund 31/03/2020		40,124.02	
CCLA Local Authorities Property Fund 31/03/2020		40,000.00	
			120,615.58
Less unrepresented cheques			0.00
			120,615.58
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			120,615.58

TO END 30/04/2020

Cash in hand 01/04/2020			120,615.58

ADD			
Receipts 01/04/2020 - 30/04/2020			69,518.84
			190,134.42
SUBTRACT			
Payments 01/04/2020 - 30/04/2020			10,235.64
A: Cash in hand 30/04/2020			179,898.78
Cash in hand per Bank Statements			
Reserve 30/04/2020		88,050.58	
Current 30/04/2020		11,724.18	
CCLA Public Sector Deposit Fund 31/03/2020		40,124.02	
CCLA Local Authorities Property Fund 31/03/2020		40,000.00	
			179,878.78
Less unrepresented cheques			0.00
			179,898.78
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			179,898.78

TO END 31/05/2020

Cash in hand 01/04/2020			120,615.58
ADD			
Receipts 01/04/2020 - 31/05/2020			70,260.95
			190,876.53
SUBTRACT			
Payments 01/04/2020 - 31/05/2020			19,565.35
A: Cash in hand 31/05/2020			171,311.18
Cash in hand per Bank Statements			
Reserve 31/05/2020		78,063.64	
Current 31/05/2020		13,123.52	
CCLA Public Sector Deposit Fund 31/03/2020		40,124.02	
CCLA Local Authorities Property Fund 31/03/2020		40,000.00	
			171,311.18
Less unrepresented cheques			0.00
			171,311.18
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			171,311.18

8.2 The Annual Governance and Accountability Return (AGAR) for the Financial Year 2019-20 has been completed in conjunction with the Annual Internal Audit Report. The Council was requested to approve:

8.2a Section 1 Annual Governance Statement

It was Proposed - Cllr. Lockey, Seconded - Cllr Mrs Gomes-Chodynieceki and Agreed that, having responded appropriately to each of the statements contained within Section 1 of the Annual Return, that the Annual Governance Statement be approved and signed.

FE
Clerk

8.2b Section 2 Accounting Statement

It was Proposed - Cllr. Lockey, Seconded - Cllr Mrs Gomes-Chodynieceki and Agreed that the Accounting Statement for 2019-20 (already signed off by the Clerk in accordance with the regulations for the Annual Return) be approved & signed.

FE

8.3 Internal Audit 2019-20

The Annual Internal Audit Report (AIAR) for 2019-20 had been completed by the Internal Auditor, Lionel Robbins. This had been expected to be completed on site at the Parish Office on 7th April 2020, but the visit was cancelled due to the social distancing restrictions implemented as a result of the Coronavirus pandemic. As reported under Item 6 (Clerk's Report) the Internal Audit had been completed remotely between 9th & 24th April 2020 (information having been sent to the Internal Auditor in time for a 7th April audit) and a hard copy of the AIAR had been posted to the Clerk on completion (as the document was still required to have a wet signature. This would be sent to the external auditor (PKF Littlejohn) together with Sections 1 and 2 of the AGAR (as described in Item 8.2) together with any additional documentation required by the external auditor.

Clerk

Members also considered the report of the Internal Auditor following the year-end audit 2019-20. Lionel Robbins had submitted a report following the conclusion of the internal audit for 2019-20 and members considered the document. There were two comments from the Internal Auditor. One was regarding the setting of the Precept and that this must be set based on a financial sum and not on the basis of a percentage increase. The Clerk had already clarified with the Internal Auditor that the Parish Council did set its Precept on the basis of its budget requirements (and therefore as a financial sum) and that it was fully aware that it had no influence on the setting of the overall Council Tax levels (there appeared to be some confusion as DGPC does consider the impact of any increase or decrease on Band D household contributions). The other comment was in regard to the allocation of a Child-Minding Allowance which the Internal Auditor indicated was not permissible and should be reviewed. The Clerk will establish what is allowable although members queried whether it was possible for anyone incurring such costs to simply submit a sundry expenses claim (in much the same way that travel expenses are dealt with for those councillors attending training sessions). The objective is to ensure that potential barriers for people wishing to become councillors be removed, as far as possible. There were no further comments on the content of the report from members.

Clerk

8.4 To reappoint the internal auditor for 2020-21

It was Proposed - Cllr Mrs. England, Seconded - Cllr. Lapham and Agreed that Lionel Robbins be reappointed as the Council's internal auditor for 2020-21.

Clerk

8.5 Parish Council investments - CCLA information, if available

As reported under Item 6 (Clerk's Report), members had already been advised that for both the Parish Council's Local Authority Property Fund and its Public Sector Deposit Fund trading has been suspended for now as a result of the impact on property markets of the coronavirus pandemic. Cllr. Lockey had attended a webinar regarding the current status and would prepare a document for the Council to outline what is expected.

PL

9. ACCOUNTS FOR PAYMENT

9.1 It was Proposed - Cllr Mrs. Gomes-Chodynieceki, Seconded - Cllr. Lapham 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
March Payments (<i>italics reported in Mar minutes</i>)				
<i>DEBIT</i>	<i>Adobe Systems Software</i>			
<i>CARD</i>	<i>Adobe Acrobat subscription</i>	<i>10.53</i>	<i>2.11</i>	<i>12.64</i>
<i>DD</i>	<i>TV Licensing</i>			

	TV Licence Renewal (Dunton Green Pavilion)	154.50		154.50
BANK TFR	West Kent Extra 8-12s Project Grant (as agreed at Dec 19 meeting) for Residential Trip 2020	1000.00		1000.00
BANK TFR	Kent Air Ambulance Trust Donation (as agreed at Dec 19 meeting): replaces cheque 5015	150.00		150.00
BANK TFR	Over 55s Social Club (paid to Age UK) Donation (as agreed at Dec 19 meeting)	100.00		100.00
BANK TFR	Getting IT Working IT Support March 2020	150.00		150.00
BANK TFR	Teambase Pavilion Supplies	182.28	36.46	218.74
BANK TFR	Mr A Carrol Travel Expenses (to attend Councillor Training)	26.10		26.10
BANK TFR	Staff Salaries & Expenses February 2020	2670.26		2670.26
BANK TFR	HMRC Quarterly PAYE Tax & NI (Qtr 4 2019-20)	3166.79		3166.79
DEBIT CARD	Tesco Postage	14.64		14.64
DD	B&CE HSM Ltd (The People's Pension) (to be paid 12/03/20)	267.69		267.69
DD	Virgin Mobile (Jan-Feb) (to be paid 12/03/20)	7.00	1.40	8.40
DD	E.On (UMS elec for street lighting Feb 20 (to be paid 15/01/20)	104.69	5.23	109.92
DD	SAGE UK Ltd Payroll software (due 16/03/20)	6.00	1.20	7.20
DD	E.On (pavilion December 19) (due 16/03/20)	383.07	76.61	459.68
DD	British Gas (Pavilion Jan & Feb) (due 19/03/20)	280.77	56.15	336.92
BANK TFR	Bibby Factors North West Ltd Pavilion cleaning (February 2020)	822.47	164.49	986.96
BANK TFR	KCC Photocopier Leasing	165.75	33.15	198.90
BANK TFR	Faithworks Travel provision (Over 55s Social Club)	56.25	0.00	56.25
BANK TFR	SDC Cleaning of Mill RD & Rec (Jan/Feb/Mar 2020)	104.00	0.00	104.00
BANK TFR	SDC Dog bin emptying (Jan/Feb/Mar 2020)	304.20	60.84	365.04
BANK TFR	REID Refund of Pavilion hire fee (Covid-19)	35.00	7.00	42.00
BANK TFR	LENGKEITH Refund of Pavilion hire fee (Covid-19)	67.50	13.50	81.00
BANK TFR	Mr K Wilson Trial Mini Tennis sessions	320.00	0.00	320.00
BANK TFR	Mr K Wilson Football sessions (to end July 2020)	1,000.00	0.00	1,000.00
DD	EE Mobile phone contract	8.00	1.60	9.60
DEBIT CARD	AMAZON Printer ink	18.23	3.65	21.88
BANK TFR	Mrs J Bowen Printer Ink (for working from home)	67.49	13.50	80.99
BANK TFR	Mrs J Bowen Expenses	12.02	2.40	14.42
BANK TFR	Mrs J Bowen Mobile phone (reimbursement for personal calls)	-4.62	-0.92	-5.54
BANK TFR	GLENNON-COUSINS Refund of Pavilion hire fee (Covid-19)	51.67	10.33	62.00
BANK TFR	Getting-IT-Working IT Support April 2020	150.00	0.00	150.00

DD	Shred Station Confidential Waste Collection	31.00	6.20	37.20
DD	Onecom Ltd Broadband & Telephone	64.39	12.88	77.27
April Payments				
BANK TFR	Gardens of England Grounds Maintenance March 2020	3,369.00	0.00	3,369.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat subscription	12.64	0.00	12.64
BANK TFR	Crestala Fencing Ltd Timber bollards (for The Crescent)	373.34	74.67	448.01
BANK TFR	Sally Jolly Printing of Spring Edition of Dunton Green News	667.51	0.00	667.51
DD	Virgin Mobile Phone contract	11.62	2.32	13.94
BANK TFRS	Staff Salaries & Expenses April 2020	2659.26	0.00	2659.26
DD	E.On (Pavilion Electricity)	236.49	47.30	283.79
DD	E.On (Unmetered Supply)	111.91	5.60	117.51
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	B&CE HSM Ltd (The People's Pension)	274.61	0.00	274.61
BANK TFR	Scribe Accounts Annual licence for accounts software	385.00	77.00	462.00
BANK TFR	KALC Annual subscription for membership	1,004.84	200.97	1,205.81
DD	EE Mobile phone contract	9.09	1.82	10.91
DD	British Gas Pavilion Gas	196.84	39.36	236.20
BANK TFR	SLCC CiLCA Registration (Clerk's Training)	350.00	0.00	350.00
DD	Shred Station Confidential Waste Collection	31.00	6.20	37.20
DD	Onecom Ltd Broadband & Telephone	65.71	13.14	78.85
May Payments				
BANK TFR	Bibby Factors North West Ltd Pavilion cleaning (March 2020)	932.67	186.53	1,119.20
BANK TFR	Gardens of England Grounds Maintenance April 2020	3,404.00	0.00	3,404.00
BANK TFR	Getting-IT-Working IT Support April 2020	150.00	0.00	150.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat subscription	12.64	0.00	12.64
DEBIT CARD	AMAZON Laminator (for Bookings & Facilities Manager)	28.78	5.76	34.54
BANK TFR	Mr L Robbins Internal Audit 2019-20	150.00	0.00	150.00
BANK TFR	Streetlights Annual Maintenance Contract (payment 1 of 2)	838.12	167.62	1,005.74
BANK TFR	The Play Inspection Company Annual Health & Safety Inspection	52.50	10.50	63.00
DD	Virgin Mobile Phone contract	7.00	1.40	8.40
BANK TFR	NALC LCR Annual subscription	17.00	0.00	17.00
BANK TFRS	Staff Salaries & Expenses May 2020	2526.84	3.65	2530.49
DD	B&CE HSM Ltd (The People's Pension)	248.98	0.00	248.98
DD	E.On (Unmetered Supply)	78.22	3.91	82.13
DD	SAGE UK Ltd	7.00	1.40	8.40
DD	E.On (Pavilion Electricity)	167.66	33.53	201.19
DD	EE Mobile phone contract	8.17	1.63	9.80
DD	British Gas Pavilion Gas	139.39	6.96	146.35
DEBIT CARD	WorldPay (HM Land Registry)	6.00	0.00	6.00

DEBIT CARD	WorldPay (HM Land Registry)	6.00	0.00	6.00
DEBIT CARD	WorldPay (HM Land Registry)	6.00	0.00	6.00
DEBIT CARD	WorldPay (HM Land Registry)	6.00	0.00	6.00
DD	Onecom Ltd Broadband & Telephone	65.71	13.14	78.85
DD	ICO (Information Commissioner's Office) Annual Subscription	35.00	0.00	35.00
June Payments (to date)				
BANK TFR	Gardens of England Grounds Maintenance May 2020	3,559.00	0.00	3,559.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat subscription	12.64	0.00	12.64
DEBIT CARD	Zoom Video Communications Inc Annual subscription for virtual meeting platform	119.90	0.00	119.90
DD	GoCardless Donation to Sevenoaks Communities Working Together appeal	1,000.00	0.00	1,000.00
BANK TFR	Getting-IT-Working IT Support May 2020	150.00	0.00	150.00
BANK TFR	Mrs F England Travel expenses (conferences Jan/Feb 2020)	35.10	0.00	35.10
BANK TFR	Chairman's Allowance (payable to Cllr Mrs England)	400.00	0.00	400.00
BANK TFRS	Staff Salaries & Expenses June 2020	2559.34	0.00	2559.34
BANK TFR	HMRC QTR 1 PAYE Tax & NI Payment 2020-21	2,775.76	0.00	2,775.76

10. **PLANNING**

10.1 It was Proposed - Cllr. Lockey, Seconded - Cllr Mrs. Gomes-Chodyniewski and Agreed to ratify decisions taken between meetings and note planning notifications received (as per the list below).

10.1 APPLICATIONS	
Application Number:	20/00766/MMA
Location:	93 Lennard Road
Development:	Minor material amendment to 19/03375/HOUSE
Recommendation:	No response submitted; insufficient responses
Application Number:	20/00872/HOUSE
Location:	61 Lennard Road
Development:	Demolition of conservatory and erection of a single storey rear extension
Recommendation:	Support - 23/04/20
Application Number:	20/00908/HOUSE
Location:	3 Plummers Croft
Development:	Garage conversion and rear extension
Recommendation:	Support - 23/04/20
Application Number:	20/01132/LBCALT
Location:	Broughton Lodge London Road
Development:	Remove existing slate roof, remove existing chimney stack and fireplace. Insert new window in bedroom 3. Insert door in original opening of kitchen wall. Internal wall. Alterations to form new layout.
Recommendation:	Support - 21/05/20 And on the proviso that the removal of the chimney (and therefore change to the external appearance) is permitted under Listed Building Consent.

Application Number:	20/01240/WTPO
Location:	Waterside 14 Mill Road
Development:	Various works to trees (TPO)
Recommendation:	FOR INFO ONLY
Application Number:	20/01203/TPO
Location:	Prices Wood Pounsley Road
Development:	T6 (Ash) - Remove close to ground level; do not treat stump due to translocation risk
Recommendation:	FOR INFO ONLY This is not a DGPC application - this relates to Cherry Trees (and applicant still needs DGPC permission even if granted). SDC (Les Jones) advised of this application (knows background)
10.1 NOTIFICATIONS	
Application Number:	20/00255/HOUSE / 20/00256/LBCALT
Location:	Broughton Lodge London Road
Development:	Demolish part of NW side bedroom, removal of chimney, erection of a single storey side extension and alterations to fenestration
Decision:	REFUSED [Objection The Parish Council recommends refusal of this application on the grounds of excessive development in the Green Belt. The Parish Council is of the opinion that the original curtilage of this property has already been extended significantly and that this additional extension would result in a disproportionate addition.]
Application Number:	20/00402/HOUSE
Location:	12 Crescent Cottages
Development:	Two-storey and rear extension
Decision:	GRANTED [Support]
Application Number:	20/00485/FUL
Location:	Taj Tandoori 110 London Road
Development:	Single storey rear extension to the WC/toilet area
Decision:	Application no longer valid: Amendments to the plans to ensure that they match and that they accurately reflect what is on site. Elevations, existing & proposed, of the structure that is relocating and shown in context with the main building. [The Parish Council recommends refusal of this application on the grounds of the following concerns: <ul style="list-style-type: none"> • Loss of parking space. Lennard Road is already heavily congested and off-road parking spaces cannot be lost • The application indicates that it is unknown how foul sewage is to be disposed of and yet part of the application relates to toilet facilities? • On the existing ground floor plan (PA-1420-06) there is a rectangular object located on the site, to the right and below the existing car parking. What is this? There is NOTHING currently located physically there? On the proposed ground floor plan (PA-1420-07, Rev C) this 'unit' is moved to be located in what was the 3rd parking space (which results in the loss of a parking space).]
Application Number:	20/00542/HOUSE
Location:	Broughton Carriage House London Road
Development:	Conversion and extension of stables to form pool and gym
Decision:	GRANTED [Support]
Application Number:	20/00367/HOUSE
Location:	16 Hillfield Road
Development:	Proposed demolition existing rear extension; proposed new rear extension at ground floor with rooflight
Decision:	GRANTED

	[Support]
Application Number:	20/00766/MMA
Location:	93 Lennard Road
Development:	Minor material amendment to 19/03375/HOUSE
Decision:	Granted
Application Number:	20/00872/HOUSE
Location:	61 Lennard Road
Development:	Demolition of conservatory and erection of a single storey rear extension
Decision:	Granted
Application Number:	20/00908/HOUSE
Location:	3 Plummers Croft
Development:	Garage conversion and rear extension
Decision:	Granted

10.2 To consider any further applications and to resolve to agree recommendations.

10.2	
Application Number:	20/01463/HOUSE
Location:	Challacot 17 Rye Lane
Development:	Proposed porch to front elevation. Double and single storey extension to the rear. Loft conversion with cottage dormers to the front elevation and a flat roof dormer to the rear.
Recommendation:	There was some discussion about this application, but the Clerk advised that she now received a letter of objection to the application from a neighbouring property. Members wanted some additional time to consider the objections and to review the application further. It was agreed that a decision could not be made at the meeting. The Clerk would forward full details of the objections, members would review the application and consider the objections and would provide the Clerk with their observations regarding the DGPC response by no later than 5pm on Wednesday 17 th June.

Clerk
ALL

It was also noted that there were a further two applications for members to consider and the Clerk would forward details of these to members (and members would respond by 17th June) to allow the Clerk sufficient time to submit a response on behalf of the council.

Clerk
ALL

11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

Nothing to report that has not been covered under other items.

12. INFRASTRUCTURE IMPROVEMENT & COMMUNITY ASPIRATIONS To discuss and resolve to move forward on some projects

As reported under Item 6 (Clerk's Report) a comprehensive working document had been put together detailing all manner of infrastructure improvements for the village. Some of these were resolvable through maintenance and could be brought to the attention of Kent Highways; other areas needed further scoping out and some items required some initial legal advice on how to progress. The document had been set out in categories and members had considered the items listed in the 'Legal' category. After some discussion, it was Resolved that legal assistance should be sought on all items in this category except for the Village Hall element Cllr. Hersey informed the Council that many years previously advice had been sought and the conclusion at that time was that there was no way in which an ecclesiastical trust could be broken. It was agreed that for this item the Clerk would try to obtain confirmation that this was still the case for such trusts. It was also agreed that prior to seeking further legal advice about the Social Club, a challenge should be made to HM Land Registry with regard to the registration of land.

Clerk
Clerk

The document will be reviewed at regular intervals to monitor progress and make additions/changes as required.

Clerk

13. ALLOTMENTS



As per Item 6 (Clerk's Report) it had been agreed to pay Donnington Hall for the supply of water for water butts on DGPC plots. It was also noted and agreed that the charge for allotment plots for 2020-21 would remain the same as for the previous year. All plots are currently allocated.

14. **COMMUNICATION**

14.1 Newsletter

As per Item 6 (Clerk's Report), the Summer edition of Dunton Green News had been cancelled. A 'bumper' edition recording the impact of the Covid-19 pandemic on the village would be produced to the usual timetable for the Autumn edition. The deadline for copy for is 1st August with a view to having a newsletter available for delivery from the end of August. Members were asked to send articles and photographs to the Clerk as soon as they have them.

Clerk
ALL

15. **CORRESPONDENCE**

There was no urgent correspondence requiring immediate attention that had not been dealt with under other items.

16. **DATE OF NEXT MEETING**

16.1 Date of next meeting

Scheduled: July 14th 2020 (7.30pm)

The meeting closed at 8.42pm.