



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 16th January 2024 at 7.30pm

00. PUBLIC SESSION

A question was asked about replacement of road name signs, which the Member of Public was advised is Sevenoaks District Council's remit.

01. PRESENT / APOLOGIES

Present: Cllrs. Lockey, Hersey, Carrol, Lapham, Copeland, Forster-Pearce, Gomes-Chodyniewski, Norton

Apologies: Cllrs. Parker, England, Clack (SDC)

In attendance: Tracy Godden (Clerk), Wendy Jackson (Bookings & Facilities Assistant), Cllr. Bayley (SDC), Member of Public (MoP) x 3

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting of the Planning & Development Committee held on Tuesday 5th December 2023 as a true and accurate record.

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 12th December 2023 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

Councillors had been kept informed of the training that is available to them. The Clerk had attended a webinar in January and is scheduled to attend an SLCC Practitioners' Conference at the end of the month.

ACTION: CLERK

5.2 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Bayley confirmed that she had been contacted by residents with concerns about the Local Plan consultation, in particular the perception that it had not been advertised extensively enough. The Clerk added that this was also levelled at the Parish Council. However, SDC and DGPC had extensively promoted the consultation, with both the SDC InShape magazine and DGPC's Dunton Green News containing information and being delivered to all residents.

This was in addition to multiple posts on all types of social media, websites, local press and even national press coverage. Cllr. Bayley added that in addition to concerns about the two Dunton Green sites, there are 300 homes proposed for Riverhead and, as ward councillor for both parishes, she had been contacted about those.

Cllr. Bayley asked if the new buses had started and that was confirmed. There had also been complaints about the introduction of the contactless payments system, at railway stations which was causing cost increases for travellers (something which DGPC councillors felt was entirely predictable as a result of the scheme put in place). It was noted that SDC is working to bridge the £1 million gap in its budget (no confirmation yet as to which services might be impacted).

KB leaves (accompanied by 1 MOP)

5.3 To note progress re gov.uk domain, email and website

The Clerk confirmed that a new domain name had been selected – duntongreen-pc.gov.uk will eventually become DGPC's domain name (the shortest available, the place name of the parish council having to be part of the name). Details had been provided to members with regard to NetWise, the company proposed to provide the domain name and a new website and to Heliocentrix, the company proposed to provide and manage emails and MS Office 365 for staff and councillors. The move will mean that there will be no need for a physical server in the office and based on a cost comparison of the services provided should incur an additional £400 per annum in costs (with the exception of one-off startup costs).

It was Resolved to endorse engagement of NetWise and Heliocentrix and for the work to move to the new email and website to commence.

ACTION: CLERK

Cllr. Norton arrives.

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 or currently scheduled.

07. CLERK'S REPORT

Cyber Insurance Renewal

The current policy expires on 6th February. It was Resolved that the Parish Council's Cyber Insurance be renewed at a cost of £367.36 (an increase of £48.16 on 2023/24).

ACTION: CLERK

MoP returns.

08. COMMUNITY DEVELOPMENT & SAFETY

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

PC Wilson's Wards Newsletter (issued at the end of December) was provided for members but there was no information for Dunton Green. There had been a lot of antisocial behaviour (ASB) in Dunton Green over the New Year and into January. The last two weekends had seen incidents of glass bottles being smashed in the MUGA (the most recent incident being reported to the Police by a MoP), damage to cars in Station Approach, scramble bikes in Ryewood and strangers seen 'casing' properties at all hours of the day and night. The Clerk will inform Community Safety of the most recent glass breaking activity and provide CCTV stills where possible. It was noted that providing CCTV evidence is extremely time consuming. What is needed is for the issues to be stopped in the first place. A question will also be asked in relation to Public Spaces Protection Orders (PSPO) and whether that would be appropriate for the recreation ground and what benefits or additional powers it would bring.

ACTION: CLERK

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

There has been no update from Age UK with regard to whether the monthly Pop In Café sessions will resume in February. The Clerk will chase.

The mini football sessions scheduled to start on 13th January were cancelled due to lack of interest. The Clerk has discussed this with the provider and a proposal to resume some weekly sports sessions in March has been made (with a switch to mini tennis at that time). Members Resolved that this was acceptable.

ACTION: CLERK

09. FINANCE

9.1 To receive a Bank Reconciliation (to the end of the previous month) and to acknowledge

balance statement values have been verified.

The Clerk presented bank reconciliations (to 31st December), 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 31/12/2023

Description	Value £	Value £
Cash in hand 01/04/2023		£117,495.28
ADD Receipts 01/04/2023 – 31/12/2023		£283,794.22
TOTAL		£401,289.50
SUBTRACT		
Payments 01/04/2023 – 31/12/2023		£154,563.11
A: Cash in hand 31/12/2023		£246,726.39
Cash in hand per Bank Statements		
NatWest Reserve 31/12/2023	£161,017.95	
NatWest Current 31/12/2023	£3,414.78	
CCLA Public Sector Deposit 30/11/2023	£42,293.66	
CCLA Local Authorities Property Fund 31/03/2023	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£246,726.39
Less unrepresented cheques		£0.00
TOTAL		£246,726.39
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£246,726.39

10. ACCOUNTS FOR PAYMENT

10.1 It was Resolved to note expenditure for December and to approve items for payment in January. 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 £
December Payments (reported at December meeting in <i>italics</i>)				
DEBIT CARD	<i>Adobe Systems Software</i>	<i>16.64</i>	<i>0.00</i>	<i>16.64</i>
	<i>Adobe Acrobat monthly subscription</i>			
DD	<i>Hiscox</i>	<i>483.60</i>	<i>0.00</i>	<i>483.60</i>
	<i>Annual Insurance Premium Monthly Payment</i>			
BANK TFR	<i>Kent CC</i>	<i>82.52</i>	<i>16.50</i>	<i>99.02</i>
	<i>Photocopier leasing</i>			
BANK TFR	<i>Gardens of England</i>	<i>918.32</i>	<i>0.00</i>	<i>918.32</i>
	<i>Grounds Maintenance November 2023</i>			
BANK TFR	<i>NSALG Ltd</i>	<i>30.00</i>	<i>0.00</i>	<i>30.00</i>
	<i>(Allotments) Subscription 2023/24</i>			
BANK TFR	<i>Chris Knott Insurance Consultants</i>	<i>75.69</i>	<i>0.00</i>	<i>75.69</i>
	<i>Allotment Insurance 2024</i>			
BANK TFR	<i>Knockout Print</i>	<i>2050.00</i>	<i>410.00</i>	<i>2460.00</i>
	<i>Deposit for village signage (design, artwork, production and installation – 10 signs)</i>			
BANK TFRS	<i>Staff Salaries & Expenses</i>	<i>3417.40</i>	<i>0.00</i>	<i>3417.40</i>
	<i>December 2023</i>			
BANK TFR	<i>HMRC</i>	<i>4016.45</i>	<i>0.00</i>	<i>4016.45</i>
	<i>Qtr 3 2023/24 PAYE Tax & NI</i>			
DEBIT CARD	<i>Amazon</i>	<i>96.85</i>	<i>15.38</i>	<i>112.23</i>

	<i>Pavilion supplies (water boiler filter, wash up liquid, cable ties)</i>			
DD	<i>Peoples Partnership (Pension)</i>	333.47	0.00	333.47
DD	<i>SAGE UK Ltd Payroll software</i>	8.00	1.60	9.60
DD	<i>Smartest Energy Pavilion Gas Supply (New Supplier)</i>	647.05	32.35	679.40
DD	<i>Npower (was E.ON) Unmetered Electricity Supply</i>	82.24	4.11	86.35
DD	<i>Castle Water Pavilion Water Nov 23</i>	40.92	0.00	40.92
DD	<i>Smartest Energy Pavilion Electricity</i>	870.83	174.17	1045.00
DD	<i>HugoFox Ltd Website provision (Dec)</i>	19.99	4.00	23.99
DEBIT CARD	<i>Lebara Mobile Phone Sim Card</i>	4.95	0.00	4.95
DD	<i>EE Mobile phone Sim Card</i>	10.31	2.06	12.37
DD	<i>Onecom Ltd Broadband and Telephone at Pavilion</i>	88.25	17.65	105.90
BANK TFR	<i>Sam Rogers Treecare Price's Wood tree management</i>	545.00	109.00	654.00
DEBIT CARD	<i>Amazon Office supplies</i>	42.34	8.48	50.82
BANK TFR	<i>Cube Plumbing & Heating Ltd Miscellaneous repairs</i>	802.54	160.51	963.05
BANK TFR	<i>SLCC Annual subscription/membership</i>	288.00	0.00	288.00
BANK TFR	<i>CPRE Annual subscription</i>	60.00	0.00	60.00
BANK TFR	<i>Mr P Lockey Refreshments (Christmas Singalong)</i>	60.93	0.00	60.93
BANK TFR	<i>Mr P Lockey Christmas lights (additional)</i>	127.44	25.49	152.93
DEBIT CARD	<i>Trainline Return fare (Clerk to Practitioners' Conference)</i>	59.48	0.00	59.48
BANK TFR	<i>Netwise Set UP Fee & annual subscription gov.uk domain Set-up fee & annual charge new website</i>	1039.00	207.80	1246.80
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing Dec 2023</i>	851.88	170.38	1022.26
January Payments to date				
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	16.64	0.00	16.64
BANK TFR	<i>SPY Alarms CCTV repair</i>	200.00	40.00	240.00
BANK TFR	<i>Getting IT Working IT Support December 2023</i>	150.00	30.00	180.00
BANK TFR	<i>SDC Litter bin emptying/litter picking/dog bin emptying Oct-Dec 23</i>	408.20	81.64	489.84
BANK TFR	<i>Gardens of England Grounds Maintenance December 2023</i>	220.00	0.00	220.00
DD	<i>Hiscox</i>	483.60	0.00	483.60

	Annual Insurance Premium Monthly Payment			
BANK TFR	Cube Plumbing & Heating Ltd Disabled toilet repair	121.20	24.24	145.44
BANK TFR	Safeplay Playground Services Ltd Installation of new outdoor gym kit (2 pieces) and removal/disposal of old damaged kit	5105.00	1021.00	6126.00
BANK TFRS	Staff Salaries & Expenses January 2024	3146.73	0.00	3146.73
DD	Peoples Partnership (Pension)	304.78	0.00	304.78
BANK TFR	Communicorp Local Councils Update Subscription Renewal	120.00	0.00	120.00
BANK TFR	KCC (KCS) Photocopier copy charging (Oct-Dec 2023)	65.71	13.14	78.85
January Payments (expected but unconfirmed/not yet paid)				
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60
DD	Smartest Energy Pavilion Gas Supply	980.28	196.06	1176.34
DD	Npower (was E.ON) Unmetered Electricity Supply	85.13	4.26	89.39
DD	Smartest Energy Pavilion Electricity [Budget Plan monthly payment increasing from January's payment)	1090.00	218.00	1308.00
BANK TFR	Apex Airconditioning Services Ltd Annual maintenance of heat ventilation system	1150.00	230.00	1380.00
BANK TFR	Knockout Print Balance payment village signage (design, artwork, production and installation – 10 signs)	2050.00	410.00	2460.00
DD	HugoFox Ltd Website provision (Dec)	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 January 2024	150.00	30.00	180.00

ACTION: CLERK

11. PLANNING

11.1 CURRENT PLANNING To ratify recommendations made outside of a Parish Council meeting, as a result of comment deadlines.

11.1a Planning Application 23/03494/HOUSE

Location: Ladymead 4 Station Road

Development: Proposed garage conversion and new side dormer

Recommendation: None made (no majority decision agreed).

Ratification not required – response not submitted.

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

11.2a Planning Application 23/03540/FUL

Location: 42 London Road

Development: Erection of 1 bungalow with associated works.

It was noted that notice of this application had been received but was then decreed invalid (see Item 13.3a below). The application was then revalidated BUT the development description had been changed. This is now covered in Item 11.2ai below.

11.2ai Planning Application 23/03540/FUL

Location: 42 London Road

Development: Subdivision of land and construction of new dwelling. New vehicular access. Parking and Landscaping.

Recommendation: Support.

ACTION: CLERK

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

11.3a Planning Application 23/03540/FUL

Location: 42 London Road

Development: Erection of 1 bungalow with associated works.

APPLICATION INVALID AND NO LONGER UNDER CONSIDERATION

11.3b Planning Application 23/03109/HOUSE

Location: 34 Darenth Lane

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

GRANT OF PLANNING PERMISSION: Subject to conditions

11.4 SDC Plan 2040 (Local Plan) Regulation 18 (Part 2) Consultation: to note submission of the Council's full response has been completed and the details added to DGPC's website

Submission of the response was noted. The Clerk was thanked for the hard work put into preparing a coherent response for DGPC from all of the councillors' debate on the subject.

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Play Equipment: to receive an update

It was noted that the new gym equipment has now been installed and is already being used by residents.

12.2 Dunton Green Signage: project update

It was noted that the signage project has been completed, all signs having now been installed around the village.

12.3 DGPC Extension Land Projects

To consider ideas for a scheme for the extension land and to allocate tasks and timeframes to progress ideas

There was discussion of this item, including around consultation (there was debate around whether what had been done previously was sufficient or whether there should be a consultation on the basis that a defined project will go ahead). It was concluded that it would be prudent to provide all members again with documentation from February 2023 and the original paper that Cllr. Lapham had shared. This would allow new members an opportunity to familiarise themselves with the background and for members to refresh their memories about what had been suggested previously. It was agreed that there should be an agenda item in February to decide whether or not a project on the extension should proceed.

ACTION: CLERK – to send all papers to councillors

ACTION: ALL – to review papers before February's meeting

12.4 To consider potential involvement in a (joint) project proposal for outdoor nurturing space for mental health wellbeing (with a view to utilising DGPC land)

Members had read the outline information but were of the opinion that they needed clearer details in order to consider things fully. The Clerk would ask if an actual proposal could be put forward for DGPC's consideration.

ACTION: CLERK

12.5 Provision of Saturday (Bulk) Freighter 2024/25: to consider scheduling (4 or 5 collections)

It was Resolved that Dunton Green should have 5 collections per annum (one every other month March to November inclusive), acknowledging a winter break was required by SDC.

ACTION: CLERK

13. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

13.1 Request to support a proposal for a footpath upgrade (SR103) and to campaign to have SR103 & SR104 included in any plans for 'green links' (predominantly cycling routes) in Sevenoaks district.

Cllr. Bayley (SDC) had written to Cllr. Chard (KCC) to request an upgrade to the footpath behind Ryewood, following resident complaints re flooding. In communications with the Clerk there was also a suggestion that the two public rights of way could also be added back into the cycling strategy SDC has (as Dunton Green seems to have slipped off the radar since the 2012 Strategy). The Parish Council has been asked if it supports such an action. However, there is a need to understand whether there is any new legal stance in regard to footpath accessibility and cycles. Footpaths are for pedestrians. Bridleways allow horses. BOATs (Byways Open to All Traffic) mean people can drive on it. In opening up a footpath to cycles, would there then be issues with horses and motorbikes, for example. The Clerk will seek clarity on this in order for the Parish Council to make a decision.

ACTION: CLERK

14. EVENTS

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

14.1a Christmas Singalong 2023

Although the event took place inside the Pavilion there was a reasonable turnout, and everyone seemed to enjoy themselves. It was noted that there had been some negative comments across social media about the lack of large tree this year but information as to why this was the case had been published and many people had been supportive. This year's event is planned to take place outside and the Clerk will be following up regarding plans for an electricity supply on the village green to support a scheme of lighting there.

ACTION: CLERK

14.1b Annual Parish Meeting 2024: to note that the Sevenoaks Town Crier has been booked to make an appearance as a Pearly King

Noted.

15. CORRESPONDENCE & COMMUNICATIONS

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

15.1a Sevenoaks District Seniors Action Forum – Newsletter December 2023

15.1b Resident [Email] – Local Plan communications

15.1c Hirer [Email] – Request for amendment to charging scheduling

This matter had been reviewed previously and a short paper outlining the background had been prepared by the Bookings & Facilities Assistant as an aide memoire for councillors. It was Resolved that the staged increases of the charging schedule were clear, had been accepted by both parties previously and that the upcoming increase will stand. The BFA will respond to the hirer to that effect.

ACTION: BFA

15.1d KALC [Email] – D-Day Anniversary Information

15.1e SDC [Email] – Better Together Community Mobilisation Grant Applications

15.1f Clerks & Councils Direct – January 2024

15.1g We Are Beams [Letter] – End of financial year. Annual Review 2022/3 and request for donations

Donations had been discussed and agreed in the October 2023 meeting (and We Are Beams had been a beneficiary). Notwithstanding emergencies, requests for donations will be considered next at the October 2024 meeting.

15.2 Dunton Green News (newsletter)

Members were reminded that the copy deadline for the Spring edition is 1st February and that articles were needed. Cllr. Lapham advised that he was working on article and Cllr. Hersey asked that the 1930s minute book be made available so that he might write some articles relating to activities then.

ACTION: CLERK

ACTION: ALL

16. CO-OPTION

No applications for consideration.

17. DATE OF NEXT MEETING

17.1 February 13th, 2024 (7.30pm) – Dunton Green Pavilion

18. PUBLIC SESSION

None.

The meeting closed at 8.51pm.

Chairman _____

Date _____