



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 12th March 2024 at 7.30pm

00. PUBLIC SESSION

A question was asked regarding pushchair access to the Pounsley Road end entrance to the Price's Wood area of the footpath. The Member of Public was advised that this is the access to a Public Right of Way and so the responsibility of KCC.

01. PRESENT / APOLOGIES

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

Apologies: Cllrs., Norton, Carrol, Bayley (SDC)

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

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 13th February 2024 as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

None.

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None declared.

05. GENERAL ADMINISTRATION

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

The Clerk and Cllr. England had attended the KALC Planning Conference. The Clerk will be following up on information regarding the setting of parking levels and potential supplementation of levels by the District Council.

ACTION: CLERK

5.2 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Clack (SDC) confirmed that SDC's Budget for 2024-25 had been approved. There had been controversy about the reduction in the funding of Citizens Advice (-£35k) but £40k of funding had been secured by SDC for Citizens Advice from grants (KCC and Government). Further grant funding has also been applied for and SDC has offered a space at the Council's offices should that be of use.

Waste recycling changes had also been approved (cessation of provision of black sacks for residents from 1st April and introduction of a 'bag for life' for recycling from 1st October).

Local Plan meeting is coming up which will see the results of the Regulation 18 (part 2) consultation analysed.

Regulation 19 consultation (i.e. next stage of the Local Plan process) is expected in summer 2024. The Clerk commented that an observation had been made to SDC Planning that this would run over the summer and many Parish Councils do not meet in August, so an extension to the six-week consultation to eight weeks would be advisable.

The timing for SDC meetings to be available via YouTube after the fact (rather than livestream only) is still to be confirmed but is expected to start soon.

Since 2019, SDC's interactions with the public have increased from 97,00 per year to 130,000 per year.

5.3 Policies: to consider the review of existing policies

- 5.3a **General Privacy Notice (Data Protection) Policy**
Amend to Transfer of Data Abroad section. Resolved to adopt the Policy in its revised format (amended to indicate date of review having taken place).
ACTION: CLERK
- 5.3b **Complaints Procedure**
No recommendations for change. Resolved to retain the Policy in its current format (amended to indicate date of review having taken place).
ACTION: CLERK
- 5.3c **Website Privacy & Use Policy**
No recommendations for change. Resolved to retain the Policy in its current format (amended to indicate date of review having taken place).
ACTION: CLERK
- 5.3d **Staff, Councillors & Role Holders Privacy Notice (Data Protection) Policy**
Amend to Transfer of Data Abroad section. Resolved to adopt the Policy in its revised format (amended to indicate date of review having taken place).
ACTION: CLERK
- 5.3e **Bereavement Policy**
No recommendations for change. Resolved to retain the Policy in its current format (amended to indicate date of review having taken place).
ACTION: CLERK

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

Cllrs. England and Hersey had attended the KALC Area Committee meeting on 8th March. Kent Resilience Forum had presented. Apparently, there is a Resilience Planning Officer at SDC (Sharon Wright) and SDC should have resilience plans in place. The Clerk was asked to check that this is the case and to see them, as well as review any information held for Dunton Green contacts to ensure that it is accurate.

ACTION: CLERK

07. CLERK'S REPORT

Section 137 allocation for 2024-25

This has been confirmed as £10.81 per head of the electorate. This is the amount of money that the Parish Council is permitted to spend under S137 (non-statutory obligations, for example donations (to groups, not individuals)).

Village Green Christmas Decorations

Blachere Illuminations have reserved two 'trees' (DGPC will order one) but the Clerk now needs to ensure that the Parish Council has adequate space to store the unit (as the four pieces are each 5m long x 1.15m, stackable). It is possible that the Plant Room could hold them, ideally with some means of racking them nearer ceiling height. It was suggested that DGPC could purchase or hire a container, as storage availability is an ongoing concern. The Clerk will get costs for purchasing or renting.

ACTION: CLERK

Turvins Farm – Chevening Parkland Scheme

The Clerk has been advised that there has been further hedge cutting activity in this area ahead of nesting season to ensure that the site is ready for works to commence later this year.

Village Green Noticeboard

The new noticeboard has been ordered but it is unlikely to be delivered for another eight weeks.

Antisocial Behaviour (ASB) – Portacabin in Recreation Ground

More ASB in the recreation ground, this time culminating in a broken window (after attempts to enter the portacabin). CCTV footage has been provided to the Police (although there is little sign of the culprits being

identified).

08. COMMUNITY DEVELOPMENT & SAFETY

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

Further to the Clerk's report above, the youths involved in that incident would appear to have also been involved in the glass smashing incidents in January and possibly also with ASB in connection with the shopping parade. The Police have not yet been able identify these young people.

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

Mini tennis sessions will commence on 5th April for six weeks. There are two sessions advertised (4-7yrs and 8-9yrs). There has been no demand for the older group and the provider has asked if he can run the second session for the younger age group as there is sufficient demand. Members agreed to this.

ACTION: CLERK

09. GROUNDS MAINTENANCE CONTRACT

9.1 To consider tenders submitted for the Grounds Maintenance Contract renewal with a view to appointing a contractor for a period of three to five years.

It was Resolved that Gardens of England be awarded both the Grounds Maintenance contracts (the recreation ground maintenance being separate to the other grounds maintenance items) for a five-year period commencing 1st April 2024.

ACTION: CLERK

10. FINANCE

10.1 To receive a Bank Reconciliation (to the end of the previous month) and to acknowledge balance statement values have been verified.

The Clerk presented a bank reconciliation (to 29th February), 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 29/02/2024

Description	Value £	Value £
Cash in hand 01/04/2023		£117,495.28
ADD Receipts 01/04/2023 – 29/02/2024		£292,557.00
TOTAL		£410,052.28
SUBTRACT		
Payments 01/04/2023 – 29/02/2024		£188,640.41
A: Cash in hand 29/02/2024		£221,411.87
Cash in hand per Bank Statements		
NatWest Reserve 29/02/2024	£86,332.92	
NatWest Current 29/02/2024	£12,221.36	
CCLA Public Sector Deposit 29/02/2023	£82,857.59	
CCLA Local Authorities Property Fund 31/03/2023	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£221,411.87
Less unrepresented cheques		£0.00
TOTAL		£221,411.87
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£221,411.87

10.2 Earmarked Reserves: To discuss the allocation of funds to reserves and confirm spending authority during the next fiscal year.

The Clerk confirmed that the Parish Council has nine earmarked reserves, totalling some £160,000 currently. The largest reserve is the Community Infrastructure Levy (CIL) Monies reserve. There has been some spend from this during the current fiscal year (on signs) but some of the anticipated spend will now be delayed into the next fiscal year. Items will include the electricity supply on the village green, Christmas lighting and the new noticeboard. The Clerk will provide a more detailed breakdown of the reserves ahead of the April meeting.

ACTION: CLERK

10.3 Recurring payments: to review a list of recurring payments and confirm spending authority

The Clerk presented members with a comprehensive list of regular payments and preferred suppliers. It was Resolved that the list be approved so that payments can be processed in a timely manner through the year.

Supplier	Service	Transaction type	Frequency	Value	Comments / Charge per frequency
123-Reg	Email inboxes/webmail/domain name	Bank Transfer	Annual	Variable	Multiple services (to be replaced in 2024)
Able Electrical Ltd	Pavilion/external electrics maintenance				
Adobe Systems	Adobe Acrobat Pro Subscription	Direct Debit	Monthly	Variable	c £17
Amazon	Various (mostly Office/Pavilion Supplies)				
Apex Air Conditioning Ltd	Ventilation System Maintenance	Bank Transfer	Annual	Variable	c. £1200
Bibby Factors North West Ltd	Pav & Window Cleaning/ Jet Washing	Bank Transfer	Monthly	Variable	Re Bishops Ltd services c. £875
Canva	Graphic design software	Debit Card	Annual	Variable	c. £99
Castle Water Ltd	Pavilion Water	Direct Debit	Monthly	Variable	c. £40
Chairman	Chairman's Allowance	Bank Transfer	Annual	Variable	c. £400
Chris Knott Insurance Ltd	Allotment Public Liability Insurance	Bank Transfer	Annual	Variable	c. £80
CJS Plants Ltd	Hanging Baskets	Bank Transfer	Bi-annual	Variable	c. £2800
Clean Air (UK) Ltd	Legionella Testing	Bank Transfer	Annual	Variable	c. £350
Communicorp	Membership subscription	Bank Transfer	Annual	Variable	Local Councils Update c. £110
CPRE	Membership subscription	Direct Debit	Annual	Variable	c. £36
Cube Plumbing & Maintenance Ltd	Pavilion Maintenance (Heating/Boiler)	Bank Transfer	Annual	Variable	c. £1100
Diane Carey	APM refreshments	Bank Transfer	Annual	Variable	c. £250
Dropbox	Subscription	Direct Debit	Annual	Variable	c. £80
Edward Prentice	Surveyor				
EE Limited	Mobile Phone Contract	Direct Debit	Monthly	Variable	c. £9.50
Employees	Staff Salaries	Bank Transfer	Monthly	Variable	
First Rescue Training & Supplies Ltd	Defibrillators / spares	Bank Transfer	Ad hoc	Variable	
Gallagher (HISCOX) (was Came & Co)	Parish Council Insurance	Direct Debit	Monthly	Variable	c. £450

Gallagher (was Came & Co)	Parish Council Cyber Insurance	Bank Transfer	Annual	Variable	c. £350
Gardens of England	Grounds Maintenance	Bank Transfer	Monthly	Variable	
Getting IT Working	IT support	Bank Transfer	Monthly	Variable	c. £150 (to be replaced by Heliocentrix 2024)
Heliocentrix	Email provider / IT support				
HM Land Registry	Title Deeds	Debit Card	Ad hoc	Variable	c £6 per Title
ICO (Information Commissioners Office)	Registration certificate	Direct Debit	Annual	Variable	c. £35
James Thornhill	Tree Hazard Surveys				
KALC	Membership subscription	Bank Transfer	Annual	Variable	c. £1100
KCC (KCS)	Photocopier Leasing	Bank Transfer	Quarterly	Variable	c. £100
Kent County Playing Fields Association	Membership subscription	Bank Transfer	Annual	Variable	c. £20
Keir Wilson	Sports sessions (young people)	Bank Transfer	Ad hoc	Variable	
Kent Panthers Basketball	Basketball sports sessions	Bank Transfer	Annual	Variable	c. £1600
Koolplay Ltd	Playground equipment				
Lebara Mobile	Mobile Phone Contract	Direct Debit	Monthly	Variable	c. £5
Lionel Robbins	Internal Audit	Bank Transfer	Annual	Variable	c. £150
London Hearts	Defibrillators / spares	Bank Transfer	Ad hoc	Variable	
Mazars LLP	External Audit	Bank Transfer	Annual	Variable	c. £600
Microsoft	MS Office 365 Subscription	Direct Debit	Annual	Variable	c. £120
NALC	Subscription	Bank Transfer	Annual	Variable	
Netwise	Domain name provider/website provider				
Newlands Nursery	Trees				
Npower (was E.On)	Unmetered supply (streetlights)	Direct Debit	Monthly	Variable	c. £90
NSALG Ltd	Allotment Association membership	Bank Transfer	Annual	Variable	c. £30
Onecom Ltd	Broadband & Landline Telephone	Direct Debit	Monthly	Variable	c. £80
Oven Legends	Pavilion cooker deep clean	Bank Transfer	Ad hoc	Variable	
PAYE Cumbernauld (HMRC)	PAYE Tax & NI	Bank Transfer	Quarterly	Variable	

Peoples Partnership (was B&CE Holdings Ltd)	Pension Payment	Direct Debit	Monthly	Variable	
PH & JC Bowen	Flail hedge cutting	Bank Transfer	Ad hoc	Variable	
Phoenix Medical Services Ltd	Event First Aid	Bank Transfer	Annual	Variable	
Playsafe Playgrounds Ltd	Playground maintenance				
Pyrovision Ltd	Pyrotechnics (fireworks)				
Royal Mail	Postal services	Debit Card	Ad hoc	Variable	
Safeplay Playgrounds Ltd	H&S inspections of play equipment	Bank Transfer	Quarterly	Variable	c. £150
Sage UK	Payroll software	Direct Debit	Monthly	Variable	c. £7
Sally Jolly	Newsletter Printing	Bank Transfer	Quarterly	Variable	c. £1400
Sam Rogers Treecare	Tree surgeon services				
SDC	Freighter Hire	Bank Transfer	Bi-monthly	Variable	c. £180
SDC	Cleaning Mill Rd & Rec (bins and litter) / dog bin emptying	Bank Transfer	Quarterly	Variable	c. £450
SLCC	Clerk's membership subscription	Bank Transfer	Annual	Variable	c. £300
SLCC Enterprises Ltd	Clerk's training	Bank Transfer	Variable	Variable	
Smartest Energy	Pavilion Gas	Direct Debit	Monthly	Variable	
Smartest Energy	Pavilion Electricity	Direct Debit	Monthly	Variable	Budget Plan in place (£1308/mth currently)
Spy Alarms Ltd	Intruder Alarm Maintenance Contract	Bank Transfer	Bi-annual	Variable	This could be set up as a Direct Debit
Spy Alarms Ltd	Fire Alarm Maintenance Contract	Bank Transfer	Bi-annual	Variable	This could be set up as a Direct Debit
Spy Alarms Ltd	CCTV Maintenance Contract	Bank Transfer	Annual	Variable	This could be set up as a Direct Debit
Starboard Systems Ltd	Scribe Accounts software Licence	Bank Transfer	Annual	Variable	c. £500
Stellar Building & Maintenance Ltd	Building/larger scale maintenance				
Streetlights	Street light Maintenance Contract	Bank Transfer	Bi-annual	Variable	c. £900
Surrey Hills Solicitors LLP	Legal services				
Tatsfield Aquatics	General building/maintenance works				
The Original Tree Surgeons Ltd	Tree surgeon services				
Teambase	Stationery, office & pavilion supplies				
TV Licencing	TV Licence	Direct Debit	Annual	Variable	c. £175

TWFP Ltd	Fire Extinguisher Maintenance	Bank Transfer	Annual	Variable	c. £400
Zoom	Subscription	Direct Debit	Annual	Variable	c. £120

ACTION: CLERK

10.4 To consider feedback regarding commercial hire rates and agree Pavilion Charging Rates for 2024-2025

It was Resolved that there would be no changes to the charging rates agreed in March 2023.

ACTION: CLERK/BFA

10.5 To agree Outside Space Hire Charging Rates for 2024-2025

It was Resolved that there would be no changes to the charging rates agreed in May 2022.

A proposal specifically regarding football pitch hire rates was reviewed. It was Resolved that a reduction in the season booking rate be adopted (on the proviso that such bookings are paid in advance).

ACTION: CLERK/BFA

10.6 To agree charging rates for annual allotment hire 2024-2025

It was Resolved that there would be no changes to the charging rates agreed in March 2023.

ACTION: CLERK

10.7 Scope of internal audit for of 2023-2024 accounts

A document detailing the scope of the internal audit had been provided and it was considered by members. It was Resolved that the scope outlined should be approved.

ACTION: CLERK

10.8 Annual review of the effectiveness of the system of internal audit

A document detailing how the effectiveness of the system of internal audit had been reviewed had been provided. It was Resolved that the system of internal audit was effective.

10.9 Annual review of the effectiveness of the system of internal control (Statement of Internal Control)

The Statement of Internal Control had been provided and members considered the details. It was Resolved that the system of internal control was effective.

Cllr. Gomes-Chodyniecki leaves.

10.10 To note date for the internal audit of the 2023-2024 accounts

The Annual Internal Audit of the 2023/24 accounts will take place on April 5th. The Annual Governance & Accountability Return will be completed and presented at the April meeting, after the Internal Audit has been completed.

ACTION: CLERK

11. ACCOUNTS FOR PAYMENT

11.1 It was Resolved to note expenditure for February and to approve items for payment in March. A list of cheques, Bank transfers and direct debits (with supporting documentation) were verified & signed by two councillors.

Payment Type	Description	Net £	VAT £	Gross £
February Payments (reported at February meeting in <i>italics</i>)				
DEBIT	<i>Adobe Systems Software</i>	<i>16.64</i>	<i>0.00</i>	<i>16.64</i>
CARD	<i>Adobe Acrobat monthly subscription</i>			

DD	<i>Hiscox Annual Insurance Premium Monthly Payment</i>	483.60	0.00	483.60
BANK TFR	<i>Gardens of England Grounds maintenance (fallen tree debris)</i>	100.00	0.00	100.00
BANK TFR	<i>Gallager (formerly Came & Co) Cyber Insurance Premium</i>	367.36	0.00	367.36
BANK TFR	<i>CCLA Public Sector Deposit Fund Additional Investment</i>	40000.00	0.00	40000.00
DEBIT CARD	<i>123 Reg Website/domain (for transition period)</i>	59.88	11.98	71.86
BANK TFRS	<i>Staff Salaries & Expenses February 2024</i>	3241.95	0.00	3241.95
DEBIT CARD	<i>Amazon Office Supplies</i>	11.24	2.25	13.49
DEBIT CARD	<i>Amazon Pavilion Supplies</i>	63.43	12.69	76.12
DD	<i>SAGE UK Ltd Payroll software</i>	8.00	1.60	9.60
DD	<i>Npower (was E.ON) Unmetered Electricity Supply</i>	89.69	4.48	94.17
BANK TFR	<i>The Original Tree Surgeons Felling & stump grinding of storm damaged tree (Station Road)</i>	540.00	108.00	648.00
DD	<i>Smartest Energy Pavilion Electricity [Budget Plan mthly payment]</i>	1090.00	218.00	1308.00
DD	<i>HugoFox Ltd Website provision (Feb)</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
BANK TFR	<i>Getting IT Working IT Support February 2024</i>	150.00	30.00	180.00
DD	<i>Onecom Ltd Broadband and Telephone at Pavilion</i>	88.25	17.65	105.90
DD	<i>Smartest Energy Pavilion Gas Supply</i>	1212.56	242.51	1455.07
DD	<i>Castle Water Pavilion Water Jan 24</i>	36.29	0.00	36.29
DD	<i>The People's Partnership Pension Payment</i>	317.00	0.00	317.00
BANK TFR	<i>Oven Legends Deep clean of Pavilion oven/hob</i>	155.00	0.00	155.00
BANK TFR	<i>Safeplay Playground Services Ltd Operational Inspection</i>	152.00	30.40	182.40
BANK TFR	<i>Sally Jolly Printing – Dunton Green News Spring 2024</i>	1336.30	0.00	1336.30
BANK TFR	<i>PH & JC Bowen Flail cutting of village green hedge</i>	130.00	26.00	156.00
BANK TFR	<i>Age UK Grant for Pop Up sessions (as per Oct 23 meeting)</i>	1000.00	0.00	1000.00
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing Feb 2024</i>	851.88	170.38	1022.26
BANK TFR	<i>The Original Tree Surgeons Damaged Tree, limbs felled (Recreation Ground)</i>	215.00	43.00	258.00

DEBIT CARD	Microsoft Office 365 Subscription	123.60	24.72	148.32
BANK TFR	Mrs W Jackson Expenses (PAT Kit calibration)	117.69	22.10	139.79
DEBIT CARD	Able Electrical Services Ltd Installation of new defib cabinet at Pavilion	80.00	16.00	96.00
March Payments to date				
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DD	Hiscox Annual Insurance Premium Monthly Payment	483.60	0.00	483.60
DD	TV Licensing Annual Subscription for Pavilion	159.00	0.00	159.00
BANK TFR	Gardens of Kent Grounds Maintenance Feb '24	600.00	0.00	600.00
BANK TFR	Ms T Godden Expenses reimbursement (postage)	52.70	0.00	52.70
BANK TFR	Sevenoaks Glazing Replacement of damaged glazing (portacabin)	269.51	53.90	323.41
BANK TFR	SDC Elections 2024 Costs	280.44	0.00	280.44
BANK TFRS	Staff Salaries & Expenses March 2024	3123.24	0.00	3123.24
BANK TFR	HMRC Qtr 4 2023-24 PAYE Tax & NI Payment	3249.98	0.00	3249.98
BANK TFR	KCC (KCC) Photocopier Leasing (01/4 – 30/6/24)	82.52	16.50	99.02
March Payments (expected but unconfirmed/not yet paid)				
DD	The People's Partnership Pension Payment	304.31	0.00	304.31
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60
DD	Npower (was E.ON) Unmetered Electricity Supply	78.95	3.95	82.90

ACTION: CLERK

12. PLANNING

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

12.1a Planning Application 24/00170/FUL

Location: 20 London Road

Development: Construction of a rear single storey extension and installation of condenser units.

Recommendation: Comments only.

The Parish Council does not feel that it is sufficiently qualified to comment on whether or not this application should be granted or refused. The Parish Council is, however, concerned by the comments from the Environmental Protection Officer about noise levels and can confirm that the condenser units have indeed already been installed. The Parish Council is also unqualified to comment on whether this proposed extension would then impact on the planning approval given for this site for the construction of three flats and associated parking (22/00435/FUL) at the rear (where demolition has also taken place and hoarding is now erected). That permission was granted without an extension having been added to the rear of 20 London Road. Given that the current applicant seems to operate before they have been given permission by the Planning Authority, it is a concern that if this application is approved in full and goes ahead, that it may impact the other planning permission.

ACTION: CLERK

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

12.2a Planning Application 23/03425/ADV

Location: 20 London Road

Development: Externally illuminated aluminium shop sign

GRANT OF PLANNING PERMISSION: Subject to conditions

12.2b Planning Application 23/03424/FUL

Location: 42 London Road

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

GRANT OF PLANNING PERMISSION: Subject to conditions

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 DGPC Land / Projects

13.1a DGPC 'Extension' Land: to discuss progress and next steps.

The Clerk advised that it had not been as easy as hoped to identify who could assist the Council with feasibility studies in relation to two potential projects for the extension land. However, she had contacted three different organisations requesting advice, one of which had indicated that they would like to have some more information. It was hoped that there will be more information about potential project costs (and feasibility study costs) for the next meeting.

Funding streams also need to be explored, with Sport England being a potential funder, known to provide support for projects.

ACTION: CLERK

The condition of the access road to the recreation ground was discussed and it was agreed that potholes should be filled as soon as possible but that there should be a plan to re-tarmac that road. Costs could potentially be covered by CIL money.

ACTION: CLERK

The clocks go forward at the end of the month and Cllr. Hersey asked Cllr. Lapham for assistance with the War Memorial clock once again.

ACTION: AL/GH

14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

14.1 To note feedback from KCC regarding safety requirements when installing pedestrian crossings (following request re Station Road)

Noted. The Clerk commented that it has been helpful to receive information on the requirements in terms of pavement width, location of junctions and so on that impact where crossings can be installed.

14.2 To note temporary road closure Pilgrims Way West 01.00hrs 17/03 to 04.00hrs 18/03 (diverted traffic to come through Dunton Green) for the purpose of removing overgrown vegetation on Network Rail land.

Noted.

15. EVENTS

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

15.1a Annual Parish Meeting / Parish Reception (Weds 27th March 7pm)

Members were encouraged to attend the event. Invitations to various groups have gone out and it is hoped that reports from the Village Hall and Donnington Hall will be received this year, as important venues within the village.

16. CORRESPONDENCE & COMMUNICATIONS

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

- 16.1a Dorothy Parrott Memorial Trust Fund [Email] – information about fund availability
- 16.1b Resident [Email] – Concern about Green Belt development
- 16.1c Resident [Email] – Praise for Dunton Green News
- 16.1d Local Councils Update – March 2024
- 16.1e Kent Downs National Landscape [Email] – March newsletter
- 16.1f Kent Wildlife Trust [Email] – Biodiversity Net Gain (BNG) Update
- 16.1g KALC [Email] – Newsletter March 2024
- 16.1h Kent Police Sevenoaks Independent Advisory Group (IAG) [Email] – Invitation to meeting 18/04 7pm at SDC’s offices
- 16.1i Clerks & Councils Direct – March 2024 issue
- 16.1j Allotment Magazine – National Allotment Society

16.2 Dunton Green News (newsletter): to discuss potential article topics and timings for submission of articles by councillors

The Bookings and Facilities Assistant (BFA) commented on the newsletter and the struggle that there had been for content for the last edition. The BFA suggested some potential topics to be covered by councillors, which members noted. There was further discussion of further potential topics. Councillors should submit articles as soon as they have them so that a bank of articles is created and the Clerk and BFA and can then select them for each edition.

ACTION: ALL

17. CO-OPTION

No applications for consideration.

18. DATE OF NEXT MEETING

18.1 April 9th, 2024 (7.30pm) – Dunton Green Pavilion

19. PUBLIC SESSION

None.

The meeting closed at 9.16pm.

Chairman_____

Date_____