

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 11th January 2022 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. England, Copeland, Hersey, Parker, Carrol, Norton, Lapham, Lockey, Gomes-Chodyniewski (late)

Apologies (accepted): Cllr. Bayley (SDC)

In attendance: Tracy Godden (Clerk), Wendy Jackson (Bookings & Facilities Assistant)

02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 14th December 2021 were approved as a true record.

Proposed – Cllr. Norton, Seconded – Cllr. Carrol and Agreed.

03. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

04. GENERAL ADMINISTRATION

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

None.

4.2 Training (Cllr & Staff): to note training undertaken, booked and available

The Clerk is booked to attend an Appraisal Skills workshop and a training session on managing communication effectively in a crisis (both through KALC). The Clerk confirmed that there are 'Bitesize' courses run via KALC which can be worked through at councillors' leisure; the Clerk was asked to forward details.

ACTION: CLERK

4.4 KALC Community Awards Scheme 2022: to consider nominees & agree on recipient

It was Proposed – Cllr. Lapham, Seconded – Cllr. Lockey and Agreed that the Parish Council nominee for 2022 is Kathy James of the Sevenoaks Larder in Dunton Green. The Clerk to inform KALC.

ACTION: CLERK

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

The Clerk reported on the following:

- An application has now been submitted to the 'Contain Outbreak Management Fund' to recover costs incurred specifically in relation to the pandemic (such as treatment of the Pavilion building, hand sanitiser etc); the maximum grant for Dunton Green is £2424 and that full amount has been claimed.
- Castle Water has still not refunded DGPC for the over estimated bill that was paid by direct debit in November 2021. The Clerk continues to chase for reimburse of £4100.
- The new Climbing Rox equipment has been added to the Parish Council's insurance schedule (incurring an additional premium of £130).

06. COMMUNITY DEVELOPMENT & SAFETY

6.1 Anti-Social Behaviour – to note any issues brought to the attention of the Parish Council

The PCSO had provide a report indicating that ‘My Community Voice’ has been launched; the Clerk would forward details of how to sign up to members.

ACTION: CLERK

It was also noted that there had been reports of drug dealing in the village. Over the Christmas period litter bins at the station had been set alight; there had been graffiti in the vicinity of the station and there had been reports of e-scooters being used to intimidate people at the recreation ground. As a result, notices have been put up regarding the law around e-scooters and indicating that e-scooters are not permitted on Parish Council land. It was noted that there had recently been anti-social behaviour in the station environs including abuse and intimidation of rail users, drug use and riding of e-scooters on the platform and on Station Approach.

ACTION: CLERK

6.2 DGPC funded Community Activities: to note updates regarding youth and senior activities

The Clerk had been sent a report by the detached youth workers from West Kent. They have been attending Dunton Green but engagements with young people over the last quarter are drastically down on previous quarters.

Previously, the Parish Council had funded a 12-week street cricket offering. There had been no take up and there is now a proposal to reinstate two mini tennis sessions from April through to September. The total cost is £2080 (26 weeks of sessions) but the £720 already paid for street cricket has been deducted so the balance would be £1360. There is a possibility that a football session could be introduced again from Easter (this having been popular for several years). If a core group can be established, taster sessions for street cricket could be run after the football, to gauge interest.

It was Proposed – Cllr. Carrol, Seconded – Cllr. Norton and Agreed that mini tennis sessions should be offered again (incurring a balance payment of £1360). When there was more information about the viability of running a football session that could be discussed further.

ACTION: CLERK

07. FINANCE

7.1 Bank Reconciliation

A bank reconciliation (to 31st December 2021) was presented by the Clerk, and it was Resolved that it be accepted. The Parish Council’s Chairman will continue to verify all the bank balances stated on the reconciliations against the bank / investment statements when it is safe and appropriate to do so at the office.

ACTION: CLERK

ACTION: FE

BANK RECONCILIATION TO END 31/12/2021

Description	Value £	Value £
Cash in hand 01/04/2021		£162,561.86
ADD Receipts 01/04/2021 – 30/12/2021		£170,179.42
TOTAL		£332,741.28
SUBTRACT		
Payments 01/04/2021 – 30/12/2021		£156,726.71
A: Cash in hand 30/12/2021		£176,014.57
Cash in hand per Bank Statements		
NatWest Reserve 30/12/2021	£90,877.90	
NatWest Current 30/12/2021	£4,926.16	
CCLA Public Sector Deposit 31/10/2021	£40,210.51	
CCLA Local Authorities Property Fund 31/03/2021	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£176,014.57
Less unrepresented cheques		£0.00
TOTAL		£176,014.57
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£176,014.57

7.2 Year to Date Analysis 2021-22 (Apr to Dec 2021 inclusive)

Information (issued ahead of the meeting for members to consider) was noted.

7.3 Precept: to discuss and agree the Precept level for 2022/23

The Clerk had provided members with papers ahead of the meeting with explanatory notes. It was confirmed that there had been a small increase in the Tax Base figure for Dunton Green (from 1329.09 to 1343.85).

Members discussed the setting of the Precept. It was Proposed – Cllr. Norton, Seconded – Cllr. Parker and Agreed that a Precept of £139,500 should be requested from SDC. This equates to a 0.0% or real terms annual decrease of £0.02 on a Band D household.

ACTION: CLERK

7.4 Pavilion hire charges 2022/23: to review and confirm levels for the next financial year

Originally the space at the front of the building had been available to hire as the Main Hall, as Room 1 or as Main Hall & Room 1 combined. Lettings which required the partition wall to be put up had been managed over time by the Clerk, the Chairman, and the Bookings & Facilities Assistant (BFA) so that for the most part, hirers got only the space that they had paid for. The logistics of this has proved too onerous to maintain and has resulted in some hirers having ongoing use of space that they have not paid for. As a result, the charging scheme for the Pavilion had been streamlined for 2021 so that only the full space can be hired. However, a very small number of regular hirers hire only the old 'Main Hall' area (but enjoy use of all the space). It was suggested that these hirers be moved to the appropriate rate for hire of the full space but, as a gesture of goodwill, that this increase be phased over 5 years (i.e., that they will pay whatever the full rate is for 2026/7 but enjoy a reduced price up until that point). Given the struggles of the last two years and the need to encourage more bookings (commercial bookings particularly), it was suggested that there be no increase for 2022/23 to the 2021/22 hire fees.

It was Proposed – Cllr. Lockey, Seconded – Cllr. Norton and Agreed that there be no increase in hire fees for 2022/23, except for those hirers being transitioned to the full space hire fees.

ACTION: CLERK / BFA

8. ACCOUNTS FOR PAYMENT

8.1 List of payments for approval

It was Proposed – Cllr. Lockey, Seconded – Cllr. Norton 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.

Payment Type	Description	Net £	VAT £	Gross £
December Payments (reported at December meeting in <i>italics</i>)				
BANK TFR	<i>Gardens of England Grounds Maintenance November 2021</i>	<i>914.30</i>	<i>0.00</i>	<i>914.30</i>
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>12.64</i>	<i>0.00</i>	<i>12.64</i>
DEBIT CARD	<i>Amazon Batteries for Christmas Lights</i>	<i>24.98</i>	<i>5.00</i>	<i>29.98</i>
DEBIT CARD	<i>Pink Sky Trading (T/A Lemon Pavilion) Wooden wheelie bin store</i>	<i>114.11</i>	<i>22.82</i>	<i>136.93</i>
BANK TFR	<i>Dunton Green Primary School PTA Donation (general) as per October 21 meeting</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>
BANK TFR	<i>Kent Surrey Sussex Air Ambulance Trust Donation as per October 21 meeting</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>
BANK TFR	<i>Sevenoaks Volunteer Transport Group Donation as per October 21 meeting</i>	<i>200.00</i>	<i>0.00</i>	<i>200.00</i>
BANK TFR	<i>Relate (West/Mid Kent) Donation as per October 21 meeting</i>	<i>50.00</i>	<i>0.00</i>	<i>50.00</i>
BANK TFR	<i>Dunton Green Primary School Sponsorship of classroom as per October 21 meeting</i>	<i>3000.00</i>	<i>0.00</i>	<i>3000.00</i>

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DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
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BANK TFR	Sevenoaks Volunteer Transport Group Donation as per October 21 meeting	200.00	0.00	200.00
BANK TFR	Relate (West/Mid Kent) Donation as per October 21 meeting	50.00	0.00	50.00
BANK TFR	Dunton Green Primary School Sponsorship of classroom as per October 21 meeting	3000.00	0.00	3000.00
BANK TFR	Kent Community Domestic Abuse Programme Donation as per October 21 meeting	150.00	0.00	150.00
BANK TFR	Citizens Advice (N&W Kent) Donation as per October 21 meeting	150.00	0.00	150.00
BANK TFR	Age UK Sevenoaks Donation as per October 21 meeting	1500.00	0.00	1500.00
BANK TFR	Holding On Letting Go Donation as per October 21 meeting	100.00	0.00	100.00
BANK TFR	Sevenoaks Community First Responders Donation as per October 21 meeting	250.00	0.00	250.00
DEBIT CARD	Samaritans Donation as per October 21 meeting	150.00	0.00	150.00
BANK TFR	Locum Locks Adjustment to door closing on Pavilion main door	60.00	12.00	72.00
DEBIT CARD	Victim Support Donation as per October 21 meeting	100.00	0.00	100.00
DEBIT CARD	Macmillan Cancer Support Donation as per October 21 meeting	100.00	0.00	100.00
DEBIT CARD	West Kent Mediation Donation as per October 21 meeting	50.00	0.00	50.00
DEBIT CARD	Amazon Christmas lights for tree	23.28	4.68	27.96
DD	British Gas Pavilion Gas Nov 2021	168.56	8.42	176.98
BANK TFRS	Staff Salaries & Expenses December 2021	2848.08	0.00	2848.08
BANK TFR	HMRC QTR 3 2021/22 PAYE Tax & NI payment	3080.34	0.00	3080.34
BANK TFR	SDC Saturday Freighter 13/11/21	121.74	24.35	146.09
DD	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
BANK TFR	SLCC Clerk's Annual Membership Subscription	234.00	0.00	234.00
BANK TFR	Dunton Green Primary School PTA Donation to After School Club Building Project as per October 21 meeting	3000.00	0.00	3000.00
BANK TFR	Chris Knott Allotment Insurance Public Liability Insurance Renewal 2022	66.80	0.00	66.80

DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	E.On (Pavilion Electricity) Nov 2021	504.42	100.88	605.30
DD	Shred Station Confidential Waste Collection (October)	35.00	7.00	42.00
DD	B&CE HSM Ltd (The People's Pension)	285.50	0.00	285.50
DD	E.On (Unmetered Supply) Nov 2021	78.22	3.91	82.13
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing November 2021	697.12	91.79	1004.29
BANK TFR	SPY Alarms Deposit (50%) for installation of 2 new cameras	392.00	78.40	470.40
DD	EE Mobile phone contract	8.26	1.65	9.91
DEBIT CARD	KALC (Eventbrite) Clerk's Training (Appraisal Skills Workshop)	35.00	7.00	42.00
DEBIT CARD	KALC (Eventbrite) Clerk's Training (Dealing with a crisis: comms)	35.00	7.00	42.00
DD	Shred Station Confidential Waste Collection (October)	35.00	7.00	42.00
January Payments to date				
BANK TFR	NSALG Ltd Annual membership of The National Allotment Society	30.00	0.00	30.00
BANK TFR	Getting IT Working IT Support Dec 2021	150.00	0.00	150.00
BANK TFR	Sally Jolly Printing of Dunton Green News (Winter 2021)	924.75	0.00	924.75
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
BANK TFR	Gardens of England Grounds Maintenance December 2021	325.00	0.00	325.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing December 2021	697.12	91.79	1004.29
BANK TFR	Came & Co (Gallagher) Additional premium for Climbing Rox insurance	130.01	0.00	130.01
BANK TFR	Koolplay Ltd Climbing Rox (supply and installation)	29493.45	898.69	35392.14
BANK TFR	Ms T Godden Purchase of 2 small kettles for Pavilion	15.00	0.00	15.00
DD	Onecom Ltd Broadband & Telephone Nov/Dec 21	69.01	13.80	82.81
BANK TFR	Streetlights Maintenance (vegetation clearance Col 55 Pounsley Road / CCTV signs)	115.00	23.00	138.00
DEBIT CARD	Able Electrical Ltd Installation of new defi cabinet at The Bed Post	90.00	18.00	108.00
DEBIT CARD	Nisbets Purchase of new water boiler unit for Pavilion	369.99	73.99	443.98
DD	British Gas Pavilion Gas Nov/Dec 2021	199.58	39.91	239.49
BANK TFRS	Staff Salaries & Expenses January 2022	2603.91	0.00	2603.91
BANK TFR	Newlands Nursery Trees for Longford Meadow planting scheme (Queen's Green Canopy)	756.77	96.97	853.74
DD	Virgin Mobile Phone monthly contract	7.00	1.40	8.40

January Payments (expected but unconfirmed/not yet paid as at 10/01/22)				
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	E.On (Pavilion Electricity) Dec 2021	621.08	124.22	745.30
DD	Shred Station Confidential Waste Collection (October)	35.00	7.00	42.00
DD	B&CE HSM Ltd (The People's Pension)	263.35	0.00	263.35
DD	E.On (Unmetered Supply) Dec 2021			
DD	EE Mobile phone contract			

ACTION: CLERK

9. PLANNING

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

No applications to consider.

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

No notifications received.

10. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

10.1 Grounds Maintenance

10.1a Work planned (repairs/maintenance: non-grounds maintenance) update

Planting to replace dead/dying sections of the hedge on London Road had been completed in December. Tree planting is planned at Longford Meadow as part of the Climbing Rox project and the Queen's Platinum Jubilee (Queen's Green Canopy) and will be completed as soon as possible (the trees having already been ordered).

10.1b Play Equipment maintenance: to consider quotations for repairs

The Clerk had provided members with details of maintenance works required (most items identified through the quarterly Health & Safety inspections). Three quotations had been obtained by the Bookings & Facilities Assistant. There was some discussion regarding the need for works to the tennis posts and net. It was agreed that this item should be removed from the requirements but other, more recently identified needs (trampoline in the small children's play area, for example), should be added onto the list in its place. To avoid any further delay and given the quotation figures, it was Proposed Cllr. Lapham, Seconded – Cllr. Norton and Agreed that a budget of £2500 be set so that the Safe Play quotation can be accepted with provision for any required changes (as indicated above).

ACTION: CLERK/BFA

10.2 Pavilion

10.2a Enviroguard Treatment: to consider repeat cleansing of building

It was agreed that a repeat cleanse was not required now but that this could be revisited later in the year, should there be anything new to indicate that an additional treatment might merit consideration.

10.2b Kitchen: to note new water boiler to be installed and consider condition of ceiling tiles

The water boiler in the kitchen had malfunctioned and prior to Christmas had created an incident where the cleaner discovered the kitchen full of steam. The kitchen was part cleaned up by them, but the ceiling was cleared by the Clerk and the BFA. The steam had caused some minor damage to the tiles in the suspended ceiling. None warranted immediate replacement, but it was agreed that the ceiling should be monitored for any signs of mould. This might then necessitate the replacement of all tiles in the kitchen area. The Clerk would confer with the building manual to establish the make and size of the tiles and seek pricing for replacement tiles (in preparation). There are some spare tiles in the outside but insufficient to replace the entire ceiling area.

ACTION: CLERK

10.3 Projects - Updates regarding:

10.3a Climbing Rox (to include quotation for solar lighting column)

The Climbing Rox, as reported at the December meeting, has been installed. The area remains fenced off until weather conditions are suitable for a launch and to allow sufficient time for the grassed landscaping to establish (there are already good signs of this happening). The Clerk had sent councillors a plan of that area to illustrate a planting scheme which would serve to soften the landscaping, to create an area where seating could be located and to meet ambitions with regard to planting of trees as part of the Queen's Green Canopy project. Members had approved the planting scheme (and associated costs) outside of the meeting and it was Resolved to Ratify that decision.

It was agreed that the whole scheme should be linked to the Jubilee celebrations this year and there was discussion regarding a potential name change for that area (or Longford Meadow in its entirety) as part of that. It was agreed that there should be an item on the February agenda, with a view to any suggested names being consulted upon via the Spring edition of Dunton Green News.

ACTION: CLERK

As part of the Climbing Rox project, additional litter bins had been ordered, seats had been ordered (via the Welcome Back Fund being managed by SDC) and a quotation had been obtained for a solar lighting column to be installed to improve safety in the area and to allow longer periods of use outside of the longer summer evenings. The column would be located so that the light was not facing the homes that back on to Longford Meadow and advice would be taken from the contractor as to the most suitable location. It was Proposed – Cllr. Carrol, Seconded – Cllr. Copeland and Agreed that the quotation of £1690 should be accepted. This quotation includes an element of cost for reprogramming the recreation ground column to Standard UK mode (from PIR only activation to activation to a set time).

ACTION: CLERK

10.3b Footpath SR102 registration of section to station and recreation ground access road

A virtual meeting is to be set to allow the Clerk to discuss all the issues directly with the solicitor (with the aim to cut down on the email correspondence and speed things up). It has already been agreed that the solicitor will provide some input into a witness statement to make sure that this covers all the required aspects for the footpath and as soon as this is available it can be shared with councillors and via the Parish Council's social media platforms to obtain the evidence of use needed. This will be supplemented with information from Minutes when the application is submitted. The access road remains a more difficult matter, but it is hoped that some progress can be made.

ACTION: CLERK

It was noted that Councillor Lapham has contacted the Woodland Trust to make an initial enquiry into what might be feasible with the Parish Council's land adjacent to the recreation ground.

Cllr. Gomes-Chodynieski arrives.

11. HIGHWAYS & TRANSPORTATION

11.1 Parish Speed Indicator Device (SID) Scheme: to note any updates

A consultation with the community had been undertaken through article in the Winter 2021 edition of Dunton Green News. Unfortunately, there had only been a very limited response to this consultation. Whilst the Clerk would check with KCC, there was a concern that there was insufficient feedback for KCC to accept an order. The Clerk would reissue the information via social media and ask that people contact the Parish Council by email in a final attempt to evidence support.

ACTION: CLERK

12. EVENTS

12.1 DGPC Events: feedback/updates where available

12.1b Christmas Singalong Friday 17th December 6pm

The event had taken place and had been reasonably successful (around 40 people in attendance). It was noted that some work needed to be done to ensure words provided for songs matched the lyrics being sung on the piped music.

ACTION: PL

It was agreed that the 6.30pm start worked well and that this should be planned for the 2022 event.

ACTION: CLERK

It was suggested by Cllr. Parker that perhaps bunting could be put up around the village for the 4-day Jubilee weekend. This could be put up between the hanging baskets on the parade, around the recreation ground, at Longford Meadow and in other venues. The shopping parade could be encouraged to do similar and there might be a limited supply available to residents who wished to put bunting up in their roads, should they be having street parties and similar. The Clerk would investigate the costs of bunting and advise.

ACTION: CLERK

13. CORRESPONDENCE

13.1 To consider a list of correspondence received since the December 2021 meeting

The following correspondence items were noted:

Sevenoaks Volunteer Transport – Letter of thanks for DGPC donation

Air Ambulance Kent Surrey Sussex - Letter of thanks for DGPC donation

KALC - Carbon Footprint Calculator Forward information to members: **ACTION: CLERK**

KCC - Kent Minerals & Waste Local Plan 2013-30 (the Plan) Refresh

SDC - Making It Happen Voluntary & Community Awards 2022: **ACTION: CLERK**

Resident – Complaint about Climbing Rox project -Information had been shared with members and their comments had been collated. A response would be sent accordingly on behalf of the Parish Council **ACTION: CLERK**

14. DATE OF NEXT MEETING

14.1 Scheduled: February 8th, 2022 (7.30pm) – Dunton Green Pavilion

15. PUBLIC SESSION

None.

The meeting closed at 8.41pm.