



## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 14<sup>th</sup> February 2023 at 7.30pm

### 00. PUBLIC SESSION

None.

### 01. PRESENT / APOLOGIES

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

Apologies: Cllrs. Gomes-Chodynieski, Bayley (SDC)

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

### 02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 10<sup>th</sup> January 2023 as a true and accurate record.

### 03. REQUESTS FOR DISPENSATIONS

None received.

### 04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None received.

### 05. GENERAL ADMINISTRATION

5.1 To ratify the renewal of the Parish Council's Cyber Package Insurance

It was Resolved to Ratify the renewal of the Parish Council's Cyber insurance.

### 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 a KALC Area Committee meeting on 27<sup>th</sup> January. Information about the Local Plan had been shared. Future dates are March 10<sup>th</sup>, June 9<sup>th</sup>, September 8<sup>th</sup> and December 8<sup>th</sup>.

### 07. CLERK'S REPORT

The Clerk's report was received.

#### **Defibrillators**

The Clerk has written to the landlords of the Miners Arms and the Rose & Crown to ask whether they would consider DGPC installing a PAD on the front wall of their establishments to enhance the provision of defibrillators in the village. There is funding available for defibrillators and as soon as the Clerk has feedback from the pubs more formal enquiries can be made. The total cost is likely to be in the region of £2500 for purchase and installation but some of that cost could be offset with funding.

#### **Station Approach - Leaves**

An attempt to clear leaves was made in January but the icy conditions (and the early start) meant that the work could not be completed. It is anticipated the leaves on the road and pavements should be properly cleared on Friday 17<sup>th</sup> February, weather permitting.

#### **Play Equipment Maintenance/Repairs**

Further to the January meeting, Safeplay have now been instructed to complete a number of repairs to address medium to low-risk items identified at the last inspection. The Clerk and the Bookings & Facilities Assistant (BFA) continue to work with Safeplay on the design of signage required at the sites. Cllr. Hersey kindly removed signage and the remains of the support for a court sweeper.

### Coronation May 2023

A flag is available with the King's cipher on it. As the Parish Council has a flagpole but will not be arranging any Coronation weekend events, members considered whether a flag should be purchased to be flown over that weekend.

It was Resolved that a flag be purchased.

**ACTION: CLERK**

### Pre-Election Period (formerly 'Purdah')

The Clerk reminded councillors of the heightened sensitivity around the pre-election period, which will commence in the Sevenoaks District on March 17<sup>th</sup> (date nominated by SDC for the Notice of Poll) until the election day (4<sup>th</sup> May). During this period there is no expectation that the work of the council should stop but there must be no involvement of the Parish Council in campaign materials for individual councillors nor should there be any new projects which have not already been discussed or started. The Clerk confirmed that details of the election process and key dates would be shared with councillors (and members of the public).

**ACTION: CLERK**

## 08. COMMUNITY DEVELOPMENT & SAFETY

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

The Clerk confirmed that Kent's new Neighbourhood Policing structure will be implemented from summer 2023. The PCSO's position in that new structure is yet to be confirmed.

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

No updates to report.

## 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 a bank reconciliation (to 31<sup>st</sup> January), 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 31/01/2023

Description	Value £	Value £
<b>Cash in hand 01/04/2022</b>		<b>£121,759.97</b>
ADD Receipts 01/04/2022 – 31/01/2023		£165,964.01
TOTAL		£287,723.98
SUBTRACT		
Payments 01/04/2022 – 31/01/2023		£145,671.92
<b>A: Cash in hand 31/01/2023</b>		<b>£142,052.06</b>
Cash in hand per Bank Statements		
NatWest Reserve 31/01/2023	£58,574.28	
NatWest Current 31/01/2023	£2,839.20	
CCLA Public Sector Deposit 30/12/2023	£40,638.58	
CCLA Local Authorities Property Fund 31/03/2022	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£142,052.06</b>
Less unrepresented cheques		£0.00
TOTAL		£142,052.06

Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£142,052.06</b>

## 10. ACCOUNTS FOR PAYMENT

10.1 It was resolved to note expenditure for January and to approve items for payment in February. A list of cheques, Bank transfers and direct debits (with supporting documentation) was provided and signed off by councillors.

Payment Type	Description	Net £	VAT £	Gross £
<b>January Payments (reported at January meeting in italics)</b>				
<b>BANK TFR</b>	<i>Surrey Hills Solicitors LLP Advice re Farm Business Tenancy</i>	<i>465.00</i>	<i>93.00</i>	<i>558.00</i>
<b>BANK TFR</b>	<i>Getting IT Working IT Support December 2022</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>
<b>DEBIT CARD</b>	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>12.64</i>	<i>0.00</i>	<i>12.64</i>
<b>DEBIT CARD</b>	<i>Lebara Mobile SIM Only mobile contract</i>	<i>1.98</i>	<i>0.00</i>	<i>1.98</i>
<b>DD</b>	<i>Hiscox Annual Insurance Premium Monthly Payment</i>	<i>446.37</i>	<i>0.00</i>	<i>446.37</i>
<b>BANK TFRS</b>	<i>Staff Salaries &amp; Expenses January 2023</i>	<i>3201.71</i>	<i>0.00</i>	<i>3201.71</i>
<b>BANK TFR</b>	<i>SDC Cleaning Rec/Mill Road and Dog Bin emptying</i>	<i>408.20</i>	<i>81.64</i>	<i>489.84</i>
<b>DD</b>	<i>B&amp;CE HSM Ltd (The People's Pension)</i>	<i>326.50</i>	<i>0.00</i>	<i>326.50</i>
<b>DD</b>	<i>SAGE UK Ltd Payroll software</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
<b>DD</b>	<i>E.On Next Pavilion Electricity December 2022</i>	<i>550.63</i>	<i>110.12</i>	<i>660.75</i>
<b>DD</b>	<i>British Gas Pavilion Gas December 22</i>	<i>264.27</i>	<i>52.85</i>	<i>317.12</i>
<b>DD</b>	<i>Shred Station Confidential Waste Disposal Service (2 collections 02 &amp; 30/12/22)</i>	<i>83.86</i>	<i>16.78</i>	<i>100.64</i>
<b>DEBIT CARD</b>	<i>123-Reg Yearly Annual Renewal Email</i>	<i>83.88</i>	<i>16.78</i>	<i>100.66</i>
<b>DEBIT CARD</b>	<i>Able Electrical Ltd Repairs and spare items</i>	<i>147.92</i>	<i>29.58</i>	<i>177.50</i>
<b>BANK TFR</b>	<i>Locum Locks Repair to fire exit door</i>	<i>65.00</i>	<i>13.00</i>	<i>78.00</i>
<b>DEBIT CARD</b>	<i>Sainsbury's Age UK refreshment supplies/box for lighting</i>	<i>18.43</i>	<i>0.00</i>	<i>18.43</i>
<b>BANK TFR</b>	<i>KCC Photocopier leasing</i>	<i>67.23</i>	<i>13.45</i>	<i>80.68</i>
<b>DD</b>	<i>123-Reg Yearly Annual Renewal Email [Duplicate payment to be refunded]</i>	<i>83.88</i>	<i>16.78</i>	<i>100.66</i>
<b>DEBIT CARD</b>	<i>Amazon Office Supplies</i>	<i>47.77</i>	<i>5.87</i>	<i>53.64</i>
<b>BANK TFR</b>	<i>Newlands Nursery Christmas Tree 2022</i>	<i>250.00</i>	<i>50.00</i>	<i>300.00</i>
<b>BANK TFR</b>	<i>SLCC Enterprises Ltd Staff Training (HR Summit)</i>	<i>60.00</i>	<i>12.00</i>	<i>72.00</i>

<b>BANK TFR</b>	SLCC Enterprises Ltd Staff Training (Elections Process)	15.00	3.00	18.00
<b>DD</b>	EE Mobile phone contract	9.02	1.80	10.82
<b>BANK TFR</b>	Communicorp Annual subscription Local Councils Update	110.00	0.00	110.00
<b>DD</b>	Npower (was E.ON) Unmetered Electricity Supply	90.20	4.51	94.71
<b>BANK TFR</b>	Sam Rogers Treecare Ltd Tree Maintenance Longford Spinney	780.00	156.00	936.00
<b>BANK TFR</b>	Mr K Wilson Girls Mini Kicker Football Session (21/01-01/04)	605.00	0.00	605.00
<b>DEBIT CARD</b>	Amazon Office Supplies (magnets for noticeboards)	9.16	1.83	10.99
<b>DEBIT CARD</b>	Amazon Pavilion Supplies (incl. boiler filter, paper towels)	131.42	24.38	155.80
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing January 2023	899.11	179.82	1078.93
<b>BANK TFR</b>	Getting IT Working IT Support January 2023	150.00	0.00	150.00
<b>DD</b>	Onecom Ltd Broadband & Telephone Dec 22	75.30	15.06	90.36
<b>February Payments to date</b>				
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
<b>DD</b>	Hiscox Annual Insurance Premium Monthly Payment	446.37	0.00	446.37
<b>DEBIT CARD</b>	Lebara Mobile SIM Only mobile contract	4.95	0.00	4.95
<b>DEBIT CARD</b>	123 Reg Domain subscription	39.99	8.00	47.99
<b>DEBIT CARD</b>	Amazon Castors for sofa/new key cabinet for plant room	33.98	6.79	40.77
<b>BANK TFR</b>	Came & Co (Gallagher) Cyber Insurance Package Renewal	319.20	0.00	319.20
<b>DEBIT CARD</b>	Able Electrical Ltd Reset of kitchen shutter	45.0	9.00	54.00
<b>BANK TFRS</b>	Staff Salaries & Expenses February 2023	2938.09	0.00	2398.09

**ACTION: CLERK**

## 11. PLANNING

**11.1 CURRENT PLANNING** To ratify comments submitted to SDC between meetings.

### 11.1a Planning Application 22/03537/HOUSE

Location: 79A London Road

Development: Construction of enclosed front porch, single storey rear extension and installation of ground floor side window.

Recommendation: None

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

### 11.2a Planning Application 23/00207/ADV

Location: Robins And Day Vauxhall Mill Road

Development: 1 x Stack Board

Recommendation: No Comment – Resolved

**ACTION: CLERK**

### 11.2b Planning Application 23/00146/HOUSE

Location: 7 Barretts Road

Development: To demolish the conservatory and utility room, reposition the car port and construct single storey front and rear extension with rooflights and patio

Recommendation: Support – Resolved

**ACTION: CLERK**

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

#### 11.3a Planning Application 22/03193/HOUSE

Location: 12 Mill Road

Development: Loft conversion with a rear dormer and Juliet balcony. Roof lights to the front elevation. Increase to chimney height.

GRANT OF PLANNING PERMISSION: Subject to conditions

#### 11.4 To note approval of the Fort Halstead Application (19/05000/HYB) at a meeting of SDC's Development Control Committee on 26<sup>th</sup> January 2023

Noted.

#### 11.5 SDC Plan 2040 Consultation – to ratify the final response submitted to the new Local Plan consultation

It was Resolved to Ratify the final response to the Plan 2040 consultation and its submission to SDC.

## 12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 12.1 Grounds Maintenance

12.1a Price's Wood: to note final plans for planting of six native species of tree (in line with the Parish Council's plans for the area and as the final stage of the Queen's Green Canopy (QGC) Project)

It was noted that the trees had now been ordered (at a cost of £1126) and that the Grounds Maintenance team will plant in the next few weeks.

12.1b To Ratify decision to undertake urgent tree work at Longford Spinney

It was Resolved to Ratify the decision taken to undertake urgent tree work.

### 12.2 DGPC Land / Projects

#### 12.2a DGPC 'Extension' Land and Farm Business Tenancy Agreement (FBT)

12.2ai Members to consider ending the existing FBT (noting that the decision should be made in isolation of any specific plans for the land)

After some discussion, it was agreed that this matter should be discussed again in February 2024 to allow more time for development of ideas and consultation with the public.

**ACTION: CLERK**

12.2aii Members to consider, if terminating the FBT, engaging a solicitor to draft a letter formally ending the FBT (on the understanding that the FBT cannot cease until July 2024 at the earliest)

It was agreed that this item was now not relevant and could also be reviewed again in 2024.

**ACTION: CLERK**

12.2b Extension Land – potential projects: Members to consider a brief paper exploring various project options for the extension land with a view to consultation with the community. Options in

the paper include but are not limited to: creation of a wood, development of a solar farm-style project, inclusion of wind turbines (sculptural or more traditional), recreational activities such as additional themed/focussed play areas.

Members were keen to explore suggestions further and agreed that given the size of the Parish Council's plot, that there was plenty of scope to incorporate a number of projects. The Clerk provided members with a copy of a Trees and Woodland Strategy Toolkit Summary to give them more information about the amount of planning and detail that would be required for a woodland project (and, indeed, any project to be undertaken on that land). Members were asked to consider the information and come up with additional ideas that could be added to the working document.

**ACTION: ALL/CLERK**

**12.2c Other DGPC land/assets/entrances to village:** Members to consider a paper with suggestions for small scale projects across Longford Spinney, Longford Meadow, The Crecent (Station Road, Rose Garden, Price's Wood, Village Green and entrances to village).

Members considered suggestions for various projects to enhance DGPC's assets which would increase community engagement and allow opportunities to brand DGPC's assets so that they are more recognisable to the public. It was Resolved that the Clerk should obtain costs for the various elements. As part of the overall scheme, it was Resolved to agree the commissioning of nine additional shepherd crook style hanging basket poles to be installed across three locations (at a manufacture and supply cost of £1575; installation to be arranged with a third-party contractor). Members also approved the price increase proposed by the contractor for the supply and care of its existing planters and baskets and an additional nine baskets for the new poles.

**ACTION: CLERK**

### 12.3 Pavilion

**12.3a** Members to consider information regarding potential projects for the Pavilion (where updates are available)

Information not yet available.

## 13. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

**13.1** To note that there have been complaints regarding service levels at Dunton Green station and requests for improvements. Members to consider contacting Southeastern.

Members agreed that the previously fluid changing at the station had been lost with the most recent changes. It was noted that there was another timetable change scheduled for March and that the situation should be monitored. It was agreed that the Clerk should contact Cllr. Tony Clayton at SDC as a representative of the Sevenoaks Rail Travellers Association to seek his views on the impact of changes.

**ACTION: CLERK**

**13.2** To be updated regarding concerns about the hoarding at the McCarthy Stone development and impact on sight lines.

Hoarding had been erected around the site which had resulted in complaints and concerns about visibility exiting Mill Road. The Clerk had contacted SDC's Planning enforcement team, KCC Highways and the developer on the day that the hoarding was being erected. A subsequent meeting of those parties had resulted in a section of hoarding being removed.

**13.3** Sevenoaks Urban Area Local Cycling and Walking Infrastructure Plan: to note areas where Dunton Green is included.

Members had noted the areas where Dunton Green is included in the Plan, there being only a slight inclusion of the village in the overall scheme. There were some concerns about the expectation that cyclists should use a short section of London Road when a route using the footpath network would be a much safer option (although it would require SDC to work with KCC Public Rights of Way).

## 14. EVENTS

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

#### 14.1a Annual Parish Meeting / Parish Reception (Weds 29<sup>th</sup> March 7pm)

It was noted that there would be a talk by the Sevenoaks Town Crier, alongside the APM and the Reception.

#### 14.1b To note that a date (Wednesday 26<sup>th</sup> July ) has been agreed for the SDC Family Fun Day.

Members to consider provision of additional activities / refreshments for the session.

It was concluded that as this was an SDC event, the Parish Council would not fund additional activities or refreshments. The Clerk and the Bookings & Facilities Assistant would be on site to ensure that the organisers could access the site and that toilet facilities (from the changing rooms) would be available.

**ACTION: CLERK/BFA**

## 15. CORRESPONDENCE

### 15.1 Members considered or noted correspondence received since the January 2023 meeting (noted unless otherwise indicated):

15.1a SDC [Email] – Grass football pitch funding

15.1b Resident [Email] – Request for funding (athlete)

15.1c SDC [Email] – KCC Kent Communities Programme Consultation

15.1d SDC [Email] – King Charles III Coronation Events

15.1e Donnington Manor Hotel [Email] – Invitation to Councillors

15.1f Resident [Facebook] – Request for clarification on Chevening Parkland Scheme Appeal\*

15.1g Resident [Facebook Messenger] – Concerns about Chevening Parkland Scheme Appeal\*

\* The Clerk had responded to both residents and had asked them to contact her via email in future as Facebook is difficult to monitor and not the best means by which to share information. There was also a great deal of misinformation in the communications which the Clerk has tried to address.

## 16. DATE OF NEXT MEETING

16.1 March 14<sup>th</sup>, 2023 (7.30pm) – Dunton Green Pavilion

## 17. PUBLIC SESSION

None.

The meeting closed at 8.50pm.