

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting held virtually on Tuesday 14th July 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 meeting. There were no questions.

1. PRESENT / APOLOGIES

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

Apologies (accepted): Cllr. Lapham

In attendance: Tracy Godden (Clerk), Debbie Parker (Resident)

2. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 9th June 2020 were approved as a true record.
Proposed - Cllr Mrs. Gomes-Chodyniecki, Seconded - Cllr Miss. Norton and Agreed.

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 Recreation Ground - Re-opening plan: To discuss steps taken, plans to be made & measures to be introduced to facilitate the safe re-opening of facilities (all in line with Government advice) Government guidance had changed and with effect from 4th July 2020 it had been permissible for playgrounds to be opened. There had been a lot of guidance from the Government and various other sources about the re-opening of playgrounds, much of it unrealistic. Dunton Green Parish Council had kept its recreation ground play areas closed so that operational inspections of equipment could be carried out and a risk assessment could be completed with a special emphasis on Covid-19 risks. Notices had been put up to this effect (with an indication that the aim is to reopen by August). The Clerk informed members that the Bookings & Facilities Manager had been charged with undertaking these tasks and a risk assessment had been produced. The resultant proposal was that remaining tasks should be completed and that hygiene & social distancing reminder notices should be put in place prior to the removal of barrier fencing and padlocks. The play areas would be opened as soon as possible (the August timeframe had been indicated to ensure that it was realistic - it would always be viewed more positively to open earlier, than to have to delay). Given the very limited resources of the Parish Council it would be impossible for cleaning of equipment to be undertaken with any regularity and so the notices would inform members of the public that they should sanitise themselves, their charges and the equipment before and after use. It was Proposed - Cllr. Lockey, Seconded - Cllr Mrs. Gomes-Chodyniecki and Agreed that this proposal be approved. Clerk

5.2 Pavilion and car park - Re-opening Plan: To discuss steps taken, plans to be made & measures to be introduced to facilitate the safe re-opening of facilities (all in line with Government advice) It was agreed that the immediate priority is the re-opening of the play areas. Initial feedback from hirers of the Pavilion is that the larger hirers do not envisage a return before September. Given the practicalities involved in ensuring that there has been a full risk assessment for the re-opening, scheduling of a deep clean and any other maintenance required plus factoring staff holidays over the summer, it was Resolved that the Pavilion will remain closed until September. The car park is predominantly for use of hirers of the pavilion (the Parish Council encourages users of the outside space to walk or cycle to the recreation ground) and its being closed has undoubtedly kept to a minimum anti-social behaviour in the area. The car park will therefore remain closed until the Pavilion re-opens. It was Resolved that the Clerk and the Bookings & Facilities Manager should

prepare and implement a re-opening plan for the Pavilion and car park to meet a re-opening date of 1st September.

Clerk

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

There had been a good deal of correspondence with Highways England and Kent County Council regarding M25/A21 diversions and their adverse impact on Dunton Green. The Parish Council is urgently seeking for this be addressed and has suggested that there should be new prescriptive signs to warn motorists that they are no longer on a high-speed network and that care should be taken when driving through Dunton Green. There had been some feedback on this matter, although nothing explicit in terms of what would be done. It was agreed that further clarification was required from KCC, having indicated that they would be ‘monitoring’ (was this in terms of having a Police presence at times of diversion or the installation of traffic cameras or Speed Indicator Devices, for example). The Clerk would follow up on this.

Clerk

The Clerk had forwarded to members a copy of the Community Development Workers report for 2019/20 which was effectively the last report covering their tenure in Dunton Green. There would be no actual ‘final’ report (something which the Clerk and the Chairman had indicated to SDC would have been a valuable exercise for similar future projects in the District). Members were asked to read the report and provide any feedback to the Clerk as soon as possible so that comments from the Parish Council could be submitted.

ALL

Clerk

7. COMMUNITY DEVELOPMENT & SAFETY

7.1 Anti-Social Behaviour (ASB)

7.1a General Update (including details of incursion threat)

There has been a marked increase in ASB across the District since lockdown. Dunton Green has been affected with the station being a means for people to travel to the area and then walk to Chipstead Lake and by cars parking at the end of Mill Road or at the northern end of Longford Meadow (accessed from Lusted Road) for the same purpose (and to supply those going to Chipstead Lake with alcohol and drugs). There had been an attempt by travellers to enter the recreation ground car park. It is believed that whilst the barriers at the entrance to the car park could have been breached, the small size of the car park and the secondary incursion measures (barrier and bollards) may have been successful in putting them off.

7.1b Proposals for preventative measures

7.1b i Gate at Longford Meadow

Members have already agreed this in principle. It was Resolved that a budget of £1700 should be set for this to be implemented. Clerk to arrange.

Clerk

7.1b ii Proposal for solar light at far end of recreation ground beside bench

Given the success of the floodlighting around the courts in the recreation ground in reducing the amount of ASB there, it was suggested that a solar streetlight could be installed near the gym equipment and bench at the far end of the recreation ground. The Clerk had obtained a quotation and a column could be supplied and installed for £1500. It was Resolved that a budget of £1500 should be set and that the Clerk should make arrangements for installation.

Clerk

7.2 PCSOs: To consider feedback, if any, following contact with Kent Police and Laura Trott MP regarding deployment and numbers of PCSOs for the Sevenoaks District

The Clerk advised members that the communication to Kent Police had only been sent that day and so there had been no opportunity for any feedback. The Clerk would advise members as soon as there was any feedback. Members were interested in understanding how the number of PCSOs available for the Sevenoaks District compares with other districts across the county. The Clerk would ask Kent Police for that information.

Clerk

Clerk

8. FINANCE

8.1 A bank reconciliation to 31st June 2020 was presented by the Clerk and it was Resolved that it 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).

FE

Clerk

TO END 31/06/2020

Cash in hand 01/04/2020			120,615.58
ADD			
Receipts 01/04/2020 - 31/06/2020			83,364.55

			203,980.13
SUBTRACT			
Payments 01/04/2020 - 31/06/2020			38,049.98
A: Cash in hand 31/06/2020			165,930.15
Cash in hand per Bank Statements			
Reserve 31/06/2020		79,864.31	
Current 31/06/2020		5,908.71	
CCLA Public Sector Deposit Fund 30/05/2020		40,157.13	
CCLA Local Authorities Property Fund 31/03/2020		40,000.00	
			165,930.15
Less unrepresented cheques			0.00
			165,930.15
Plus unrepresented receipts			0.00
B: Adjusted Bank Balance			165,930.15

8.2 Parish Council investments - CCLA information, if available

Cllr. Lockey informed members that, unsurprisingly, the Parish Council's Property Fund investment had been affected by the impact of the lockdown period. However, this was always intended as a long-term investment and there was no expectation that there would be any need to withdraw funds from that investment soon. The Parish Council is not reliant on income from that investment and it seemed probable that the investment would come good over time (there already being signs of recovery in that market).

8.3 Staff working from home allowance

It was Proposed - Cllr. Lockey, Seconded - Cllr Mrs. England and Agreed that a £6 per week working from home allowance should be paid to the Clerk and backdated to the start of lockdown when working from home was imposed.

Clerk

9. ACCOUNTS FOR PAYMENT

9.1 It was Proposed - Cllr Miss. Norton, Seconded - Cllr. Carrol 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
June Payments (<i>italics reported in Jun minutes</i>)				
<i>BANK TFR</i>	<i>Gardens of England Grounds Maintenance May 2020</i>	<i>3,559.00</i>	<i>0.00</i>	<i>3,559.00</i>
<i>DEBIT CARD</i>	<i>Adobe Systems Software Adobe Acrobat subscription</i>	<i>12.64</i>	<i>0.00</i>	<i>12.64</i>
<i>DEBIT CARD</i>	<i>Zoom Video Communications Inc Annual subscription for virtual meeting platform</i>	<i>119.90</i>	<i>0.00</i>	<i>119.90</i>
<i>DD</i>	<i>GoCardless Donation to Sevenoaks Communities Working Together appeal</i>	<i>1,000.00</i>	<i>0.00</i>	<i>1,000.00</i>
<i>BANK TFR</i>	<i>Getting-IT-Working IT Support May 2020</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>
<i>BANK TFR</i>	<i>Mrs F England Travel expenses (conferences Jan/Feb 2020)</i>	<i>35.10</i>	<i>0.00</i>	<i>35.10</i>
<i>BANK TFR</i>	<i>Chairman's Allowance (payable to Cllr Mrs England)</i>	<i>400.00</i>	<i>0.00</i>	<i>400.00</i>

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
DD	Virgin Mobile Phone contract	7.00	1.40	8.40
DD	E.On (Pavilion Electricity)	122.68	6.13	128.81
DD	B&CE HSM Ltd (The People's Pension)	260.37	0.00	260.37
DD	E.On (Unmetered Supply)	80.83	4.04	84.87
DD	SAGE UK Ltd	7.00	1.40	8.40
DD	British Gas Pavilion Gas	82.43	4.12	86.55
BANK TFR	Lockdown Larder Donation to support families in Dunton Green	250.00	0.00	250.00
DD	EE Mobile phone contract	8.17	1.63	9.80
BANK TFR	CJS Plants Ltd Hanging Baskets & Planters (6 months)	2072.50	414.50	2487.00
BANK TFR	SDC Cleaning Mill Rd & Rec and Dog Bin Emptying (Apr-Jun 2020)	408.20	81.64	489.84
BANK TFR	Getting-IT-Working IT Support June 2020	150.00	0.00	150.00
BANK TFR	EventBrite (KALC Clerk's Training Session (Effective working in a Virtual World))	50.00	10.00	60.00
DD	Onecom Ltd Broadband & Telephone	65.71	13.14	78.85
BANK TFR	Gardens of England Grounds Maintenance June 2020	3770.00	0.00	3770.00
July Payments (to date)				
DEBIT CARD	Adobe Systems Software Adobe Acrobat subscription	12.64	0.00	12.64
BANK TFR	Spy Alarms Ltd Supply & installation of replacement ANPR camera	796.00	159.20	955.20
BANK TFR	Kent County Playing Fields Association Annual subscription 2020-21	20.00	0.00	20.00
DEBIT CARD	HM Land Registry (WorldPay) Copy of Title Deeds & Register	6.00	0.00	6.00
DEBIT CARD	HM Land Registry (WorldPay) Copy of Title Deeds & Register	6.00	0.00	6.00
DD	E.On (Pavilion Electricity)	121.27	6.06	127.33
DD	British Gas Pavilion Gas	47.97	2.39	50.36
DD	Virgin Mobile Phone contract	7.00	1.40	8.40
BANK TFRS	Staff Salaries & Expenses July 2020	2662.01	0.00	2662.01
DD	E.On (Unmetered Supply)	78.22	3.91	82.13
DD	SAGE UK Ltd	7.00	1.40	8.40
DD	B&CE HSM Ltd (The People's Pension)	275.02	0.00	275.02

10. **PLANNING**

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

10.1a APPLICATIONS	
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:	Object - 20/06/20

	Dunton Green Parish Council has concerns about this application and suggests that the application be refused on the following grounds: <ul style="list-style-type: none"> The proposed front loft dormers would significantly negatively affect the visual amenity of the overall street scene. The proposal would be out of character. The planned double storey extension is oversized and impacts the neighbours unnecessarily (main concerns being the length and the angle of the extension). The proposed increase in the size of the dwelling would create an out of scale property from a design perspective.
10.1b	
Application Number:	20/00485/FUL [AMENDED]
Location:	Taj Tandoori 110 London Road
Development:	Single storey rear extension to the WC/toilet area
Recommendation:	Support
10.1c	
Application Number:	20/01519/HOUSE
Location:	83 Lennard Road
Development:	Single storey rear extension and rear dormer to form room in roof space

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

10.2a	
Application Number:	20/01522/FUL
Location:	Garages Rear Of Donnington Hall Barretts Road
Development:	Replacing a prefab garage in a state of disrepair with a more secure and sturdy prefab concrete garage
Recommendation:	No Comment Dunton Green Parish Council is the Custodian Trustee of Donnington Hall. There are some concerns about the legitimacy of the proposal in terms of ownership of the garage and these will be investigated further. However, strictly in terms of the planning application, without regard to the ownership issue, the Parish Council has no comments to make.

Clerk

10.3 PLANNING NOTIFICATIONS To resolve to note the decisions from SDC or the Planning Inspectorate.

10.3a	GRANT OF PERMISSION
Application Number:	20/01240/WTPO
Location:	Waterside 14 Mill Road
Development:	Various works to trees (TPO)
Grant:	Subject to conditions
10.3b	REFUSAL
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
Refused:	Insufficient evidence: the specific tree is not positively implicated by root analysis
10.3c	GRANT OF PLANNING PERMISSION
Application Number:	19/03349/ADV
Location:	The Rose And Crown London Road
Development:	12 New external signage and lighting
Grant:	Subject to conditions
10.3d	REFUSAL
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.
Refused:	The introduction of a new window to the third bedroom and the removal of part of a wall between the dining room in the historic core of the building and the bedroom within the modern extension will result in the loss of a significant amount of historic fabric which has not been sufficiently justified. Accordingly, the proposal will result in less than substantial harm to the Grade II Listed building, contrary to the requirements of the National Planning Policy Framework and to the requirements of Policy EN4 of the Sevenoaks Allocations and Development Management Plan

10.3 Revisions to Fort Halstead planning application

To consider how best to review the revisions, with a view to scheduling a meeting of the Planning & Development Committee to discuss this application

It was Resolved to hold a virtual meeting of the Planning & Development Committee on Tuesday 21st July at 7.30pm to discuss this application and any other planning matters that come to the attention of the Parish Council. The Clerk would issue an agenda and a meeting invitation.

Clerk

10.4 Section 106 Agreement (West Kent Cold Store) Primary Education

To consider any updates regarding this matter and agree further action, as necessary

There had been no updates specific to this issue, in response to a letter sent by the Clerk on behalf of the Council in support of the school. The Clerk would continue to chase for a response.

Clerk

11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

To review quotations for various projects & works (with a view to approving them), if not covered under earlier items

Dealt with under Item 7.1b.

- 12. INFRASTRUCTURE IMPROVEMENT & COMMUNITY ASPIRATIONS** To consider information & updates, if applicable/available, and to agree actions where necessary
No updates.

- 13. ALLOTMENTS**
Nothing new to report.

14. COMMUNICATION

14.1 Newsletter - To include discussion around practicalities of delivery

Members agreed that an Autumn newsletter must be produced and that they were willing to distribute. The Clerk reminded members that the copy deadline is August 1st and that articles from them would be welcomed. The estimated delivery time for the newsletter would be the end of August / beginning of September and the Clerk would ensure that there was a generous delivery window for distribution of the newsletter around the village.

ALL
Clerk

15. CORRESPONDENCE

INFORMATION	
CPRE Kent Voice	Spring/Summer 2020
CPRE Countryside Voices	Spring 2020
Local Councils Update	Mar, Apr, May, Jun & Jul 2020 editions
Clerks & Councils Direct	May 2020 & July 2020 editions
LOCAL BUISNESSES / ORGANISATIONS	
Bojangles Coffee House	Request to use village green for a small seating area It was Proposed - Cllr. Lockey, Seconded - Cllr Miss. Norton and Agreed that the Parish Council should permit use of the village green (subject to conditions including (but not limited to) the provision of a risk assessment, clearance of tables from the site on a daily basis,

	collection and disposal of all litter) and that the Parish Council should aim to support local business in the same way if it is approached and is able to do so.	Clerk
CONSULTATIONS		
LGA	Consultation on Draft Model Code of Conduct Deadline 17 th August The Clerk had sent details of how to access this consultation to members. The Clerk advised members that was important to submit a response as councillors and as the Clerk so that this could feed into the formation of a Code that has the potential to be more effective. Both NALC & the SLCC are encouraging their memberships to respond and are lobbying for the Code to have tangible consequences for breaches.	ALL
KCC	Consultation on amendments to the Budget 2020-21. Deadline 9 th August. The Clerk to forward details of how to access this consultation for members to submit responses.	Clerk ALL

16. DATE OF NEXT MEETING

Members agreed to keep with tradition and not meet in August, having agreed to a meeting of the Planning & Development Committee on 21st July.

Scheduled: September 8th 2020 (7.30pm). There is no current ruling that this could be a face to face meeting so, for now, the expectation is that this meeting will likely be a virtual one.

The meeting closed at 9.02pm.