



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 11th June 2024 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

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

Apologies: Cllrs. Norton, Lockey, Carrol, Bayley (SDC), Clack (SDC), Chard (KCC)

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 14th May 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 To receive updates from Kent County and Sevenoaks District Councillors

Whilst there were no councillors in attendance, Cllr. Chard (KCC) had advised that the Covers Farm (Westerham) application is to go to committee on July 15th and that he continues to co-ordinate local opposition to the 800,000 cubic metres of building waste which will be transported locally.

5.2 Policies: Review of existing policies

5.2a Lone Working Policy

Last reviewed in 2022. A very slightly revised version (an insertion under Item 3) had been prepared, and it was Resolved to approve the revised version.

ACTION: CLERK

5.2b Grievance Policy

Last reviewed in 2022. There were no suggestions for any amendments, and it was Resolved to approve the current version.

ACTION: CLERK

5.2c Disciplinary Policy

Last reviewed in 2022. There were no suggestions for any amendments, and it was Resolved to approve the current version.

ACTION: CLERK

5.2d Equal Opportunities Policy

Last reviewed in 2022. There were no suggestions for any amendments, and it was Resolved to approve the current version.

ACTION: CLERK

5.2e Equality & Diversity Policy

Last reviewed in 2022. A very slightly revised version (a change to review frequency under Item 5) had been prepared, and it was Resolved to approve the revised version.

ACTION: CLERK

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

The Clerk had attended an SLCC (Kent Branch) Clerks Conference (11/06/24).

06. DGPC REPRESENTATIVES – EXTERNAL BODIES

9.1 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 are to attend a KALC Sevenoaks Area Committee meeting on 14/06/24.

Cllr. England had attended an event about 'Saving the Stag' (not as a DGPC representative) which had been an interesting and informative session about the history of that theatre in Sevenoaks.

07. CLERK'S REPORT

Update re Land off Morants Court Road

The Environment Agency (EA) issued an update following delivery of a 360 excavator to site. The EA has been advised that it is the occupier's intention to scrape off and stockpile imported waste previously deposited in the south west corner of the land and temporarily place the material in a bund on the western road boundary. No waste is to be removed from site while work undertaken, so there should be no lorry movements to/from the site. The EA will visit site periodically over the 2-3 weeks that the equipment is expected to stay on site.

Members commented that the damage has already been done to the site with the import of waste to the site (which was done without any permission)

Tennis Net

The Clerk thanked Cllr. Hersey for his help with dealing with damage to the tennis net. A repair had been made to the new net, but the old net requires a new tensioning wire which the Clerk has ordered and which Cllr. Hersey will use so that there is a backup net available.

ACTION: CLERK/GH

Update re Chevening Estate Parkland Scheme

The Clerk has been advised that the focus has been to discharge the planning conditions required before works can commence. Now this has been done, some limited works (under Reasonable Avoidance Measures) is being undertaken. This will include bulldozers on site for archaeological trial pits and a temporary access from Sundridge Road to the field opposite Turvins Farm (once the s278 has been agreed with KCC). A meeting of the liaison group is expected in early summer.

Communications regarding overgrown vegetation on private land

The Clerk has been contacted by two residents with regard to 25 Mill Road where grass and vegetation is overgrown. The Clerk has contacted KCC and SDC. However, the residents have been advised that there is nothing that can be done as the land is private, the vegetation is not causing an obstruction and so there is no authority for any of the councils to act (which has been confirmed by KCC also).

Lighting works at the recreation ground

A number of the lit bollards are either not working or very dim. The electrician has indicated that the faults are being caused by moisture ingress (likely condensation, as there is no obvious cause as they are sealed units). Work will be undertaken to replace lamps and lamp holders.

08. COMMUNITY DEVELOPMENT & SAFETY

8.1 Anti-Social Behaviour (ASB) – to note or consider any issues brought to the attention of the

Parish Council and to note the latest Police newsletter

There has been a lot of graffiti through the village (and across Sevenoaks generally). Thank fully SDC Direct Services dealt with graffiti on the Pounsley Road bridge and Price's Wood very swiftly. The Clerk has provided Police (on request) with CCTV footage of people involved in using a mini motorbike in the village and recreation ground area. The cabling for the CCTV on the courts has loosened dramatically and now poses a health and safety hazard. This is presumably a result of some ASB as there seems no plausible alternative cause. The contractor responsible for the CCTV has been contacted but there has been no response to date.

The PC's newsletter was noted (the Clerk confirmed that youths served with ASB notices live in Dunton Green, but the ASB was at Tesco).

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

No updates since the May meeting.

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 31st May), and it was Resolved that it be accepted. Two Parish Councillors have verified all the bank balances stated on the reconciliations against the bank / investment statements.

BANK RECONCILIATION TO END 31/05/2024

Description	Value £	Value £
Cash in hand 01/04/2024		£212,640.96
ADD Receipts 01/04/2024 – 31/05/2024		£79,162.88
TOTAL		£291,803.84
SUBTRACT		
Payments 01/04/2024 – 31/05/2024		£40,965.12
A: Cash in hand 31/05/2024		£250,838.72
Cash in hand per Bank Statements		
NatWest Reserve 31/05/2024	£121,445.59	
NatWest Current 31/05/2024	£5,502.89	
CCLA Public Sector Deposit 31/05/2024	£83,890.24	
CCLA Local Authorities Property Fund 01/04/2024	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£250,838.72
Less unrepresented cheques		£0.00
TOTAL		£250,838.72
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£250,838.72

10. ACCOUNTS FOR PAYMENT

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

Payment Type	Description	Net £	VAT £	Gross £
May Payments (reported at May meeting in italics)				
BANK TFR	<i>Gardens of Kent Grounds Maintenance April 2024</i>	<i>3319.50</i>	<i>0.00</i>	<i>3319.50</i>
BANK TFR	<i>Getting IT Working IT Support Apr 2024</i>	<i>150.00</i>	<i>30.00</i>	<i>180.00</i>

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
BANK TFR	Streetlights Annual Maintenance Contract (Payment 1 of 2)	880.02	176.00	1056.02
BANK TFR	KCC (KCS) Photocopier leasing	54.87	10.97	65.84
BANK TFR	KALC Annual Subscription 2024-25	1068.94	213.79	1282.73
BANK TFR	Kent Basketball Provision of sessions April to end Nov 2024	1595.00	0.00	1595.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing Apr 2024	887.22	177.45	1064.67
BANK TFR	Safeplay Replacement of damaged basketball hoop	275.00	55.00	330.00
BANK TFR	Safeplay Quarterly safety inspection	152.00	30.40	182.40
BANK TFR	Safeplay Reinstatement of damaged litter bin	198.00	39.60	237.60
BANK TFRS	Staff Salaries & Expenses May 2024	3385.35	0.00	3385.35
DEBIT CARD	Amazon Office supplies	46.69	9.34	56.03
BANK TFR	Mr G Hersey Expenses (petrol for allotment strimming)	7.40	0.00	7.40
DD	People's Partnership Pension payment May 24	326.88	0.00	326.88
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60
DD	Smartest Energy Pavilion Gas Supply May 24	562.85	28.14	590.99
DD	Castle Water Pavilion Water May 24	56.06	0.00	56.06
DD	People's Partnership Pension payment (Apr 24 – paid late)	306.66	0.00	306.66
DD	Npower (was E.ON) Unmetered Electricity Supply	76.29	3.81	80.10
BANK TFR	Mrs F England Expenses (additional solar powered lights)	110.40	0.00	110.40
DD	EE Mobile phone contract	11.12	2.22	13.34
BANK TFR	Starboard Systems Ltd Annual licence for Scribe accounts software	561.60	112.32	673.92
BANK TFR	Mrs F England Chairman's Allowance 2024-25	400.00	0.00	400.00
BANK TFR	Sally Jolly (T/A Welcome Printing) Printing Summer edition Dunton Green News	1369.44	0.00	1369.44
BANK TFR	KBS Depot Supply and installation of new village green noticeboard	3300.00	660.00	3960.00
DD	Lebara Mobile phone contract	4.12	0.83	4.95
DD	Hugofox Ltd Website (duntongreenpc.org.uk)	19.99	4.00	23.99
DD	Information Commissioners Office	35.00	0.00	35.00

	ICO Subscription			
DEBIT CARD	Zoom Annual subscription	129.90	0.00	129.90
DD	Smartest Energy Pavilion Electricity Supply	1013.33	202.67	1216.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing May 2024	887.23	177.45	1064.68
DD	Onecom Ltd Broadband and Telephone at Pavilion	95.23	19.05	114.28
BANK TFR	Gardens of Kent Grounds Maintenance May 2024	3993.25	0.00	3993.25
June Payments to date				
BANK TFR	Mr K Wilson Multi sports session Summer 24	630.00	0.00	630.00
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
BANK TFR	KCC (KCS) Photocopier leasing	82.52	10.50	99.02
DEBIT CARD	Land Registry Information re a Lennard Road property & alley	6.00	0.00	6.00
DEBIT CARD	Amazon Stock of strong magnets for noticeboards	24.98	4.99	29.97
DEBIT CARD	Net World Sports Tensioning wire for tennis net	22.99	4.60	27.59
BANK TFRS	Staff Salaries & Expenses June 2024	3201.41	0.00	3201.41
BANK TFR	HMRC Shipley Qtr 1 2024/25 PAYE Tax & NI	3181.00	0.00	3181.00
DEBIT CARD	Amazon Pavilion & office supplies (black sacks/staples)	19.14	3.84	22.98

ACTION: CLERK

11. PLANNING

11.1 CURRENT PLANNING Applications were considered, and it was resolved to agree recommendations as listed below.

11.1a Planning Application 24/01231/HOUSE

Location: 1 Darenth Lane

Development: Two storey side extension with rooflight

Recommendation: Support

ACTION: CLERK

11.1b Planning Application 24/01288/HOUSE

Location: The Coach House London Road

Development: Extensions and alterations to existing garage which include raising the roof and inserting rooflights, plus associated landscaping

Recommendation: Support

ACTION: CLERK

It was noted that the recent application for Midway London Road (Planning Application 24/00932/HOUSE – DGPC recommended refusal) is going to committee due to the difference of opinion of the Parish Council and the planning officer (as advised by Cllr. Clack). It was concerning to note that the planning officer has indicated that the loss of an off-road parking space 'would not be considered either unacceptable or severe', demonstrating a complete and utter

lack of understanding of the impact this could have in the area, given the very high demand for on road parking. This has been brought to Cllr. Clack's attention, together with a reminder that Midway has had numerous changes/extensions over the years and that there does need to be some review of whether any further extending is actually permissible.

11.2 PLANNING NOTIFICATIONS Decisions from SDC or the Planning Inspectorate were noted.

11.2a Planning Application 24/00491/HOUSE

Location: 21 Kingswood Road

Development: Front extension to form bathroom

PLANNING PERMISSION GRANTED

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Village Green noticeboard – to note status of replacement

The noticeboard has been installed. The rear of the noticeboard is a white and is potentially a magnet for graffiti. It was suggested that an artist could be engaged to produce a village map on the back of it (cartoon-style, to highlight key areas of the village). This was supported, and further suggestions included looking at the bridge over the underpass, the underpass by the school itself and the station tunnel. The Clerk will obtain details of local artists that might be able to assist in a project.

ACTION: CLERK

12.2 Village Green – to consider timing of the installation of two new flower beds on the southern section of the village green

The Clerk had met on site with the grounds maintenance team. The advice had been to start the beds in the autumn, although it could be done sooner. It was Resolved that work should commence now, so that the area is looking better, sooner.

ACTION: CLERK

12.3 Longford Meadow – to note how trees have been affected by vandalism and to consider a proposal to plant shrubs with a longer-term view to replace some of the damaged/missing trees

It was noted that, unfortunately, there had appeared to be deliberate damage to, and theft of, trees that had been planted. It was agreed that the grounds maintenance team's proposal of planting shrubs this year be approved.

ACTION: CLERK

12.4 Recreation Ground – to consider a quotation to repair the damaged railings and to install a new kissing gate

Members discussed two options (pedestrian or mobility access gate) and it was Resolved that the quotation for the supply and installation of a kissing gate that can provide wheelchair access but prevent motorbikes should be accepted (at a cost of £2226 plus VAT). This would provide a more inclusive solution and something that might be more flexible for the future. The quotation also includes repairs to the damaged fencing as well as removal and disposal of the existing gate.

ACTION: CLERK

12.5 Recreation Ground – to note play equipment repairs to be undertaken

A number of low/medium risk repairs (identified via the quarterly inspection by Safeplay) have now been completed. The trampoline repair is still outstanding, and the Bookings & Facilities Assistant (BFA) will chase this.

ACTION: BFA

12.6 Extension Land – to consider information about and engaging with a planning advice social enterprise company with a view to having an audit of DGPC assets and an assessment of how they might be better used for 'community value'

It was Resolved that ONH Planning for Good (a planning consultancy firm) should be contacted with a view to undertaking an assessment of DGPC assets, in particular the extension land. ONH can provide feasibility studies and

support for various projects. The Clerk will make an initial enquiry with regard to potential costs and to provide them with some information about DGPC's assets and project aspirations.

ACTION: CLERK

Cllr. Hersey raised the following points:

There seems to be some deterioration in the log elements of play equipment in the northwest corner of the recreation ground and this should be monitored. The BFA will check the last operational inspection report. If nothing has been noted, they will raise this with Safeplay so that it is monitored at the next inspection

ACTION: BFA

The horse chestnut tree in the recreation ground seems to be 'bleeding' (red sap is emanating from it); it is agreed that a tree surgeon should be asked to take a look to assess the health of the tree.

ACTION: CLERK

The locking bars for the portacabin supports have been stolen/removed and so the portacabin has subsided onto its lower axle and is resting on the jockey wheel. This will need to be addressed (possibly by installing some new supports underneath it).

ACTION: CLERK/BFA

13. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

13.1 To note increase in the use of recreation ground car park by residents and to consider repairs that may be required to the lower barrier for locking purposes.

The Clerk had previously informed members of an occasion where five vehicles had been given a notice reminding them that the car park is not for long term resident use. One resident had contacted DGPC indicating that they thought patrons of the pub and the social club were using Glyn Davies Close approach road and London Road when they both have their own car parking. It was Resolved that the Clerk should write to residents adjacent to the recreation ground to politely remind them that the car park is for pavilion and recreation ground users, advising that DGPC will be locking the car park on an ad hoc basis going forward. Letters should also be sent to the Duke's Head and the Social Club asking them if they could encourage their patrons to make use of their parking facilities, in an effort to support the local community in having access to as many on road parking spaces as possible.

ACTION: CLERK

13.2 To consider submitting a revised Highways Improvement Plan (HIP) to KCC this summer (with a plan to review a document at the July meeting before sending to KCC)

It was agreed that the HIP should be resubmitted to KCC. The Clerk would forward the current version to members so that they can review what was on it and the responses from KCC. An updated document will be prepared for the July meeting, so that it can be submitted to KCC in the summer.

14. EVENTS

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

14.1a Annual Fireworks Event Saturday 28th September 2024: update re status of arrangements

Bookings have been completed for the display, first aid and entertainment and Cllr. Parker has provided the Clerk with the latest version of the planning timetable for the event.

It was noted that Cllr. Parker will be away at the time of the event (but available to organise in advance of the event) and so a lead for the day will need to be appointed.

ACTION: CLERK/ALL

14.1b Christmas Lighting Project: to note update on progress and consider proposals

The Clerk has been working with Gala Lights to get an application form submitted to KCC. This has now been done but there is a requirement to provide a MPAN number which the Clerk is working with UKPN to have allocated. Until all of the information has been submitted, DGPC will not be given permission. The process is extremely time consuming, with a great deal of (often duplicate) information being required by both KCC and UKPN. It is almost certain that KCC will require the streetlights to be weight tested (at DGPC's expense) in order for the proposed scheme of lights to be permitted and the Clerk is awaiting costs. There should still be adequate time for everything to be approved in advance of the planned Christmas installation.

ACTION: CLERK

14.2 Non-DGPC Events: to note

14.2a SDC Family Fun Day: Wednesday 31st July (10.30am to 1.30pm)

Noted.

15. CORRESPONDENCE & COMMUNICATIONS

15.1 Members considered or noted correspondence received since the May 2024 meeting

15.1a Parliamentary Adviser to Lord Foster [Email] – Campaign regarding Safety of Lithium-ion batteries and e-bikes and scooters safety bill (request for support)

There will be no progress on this until after the General Election which has now been called for July 4th.

15.1b CPRE [Email] – campaigning ahead of next general election

15.1c RACE [Email] – Rural and Community Housing Enabling Service – invitation to attend an event to celebrate Ket’s first community land trust project (10/07/24)

15.1d KCC [Email] - Kent Minerals & Waste Plan submitted to Planning Inspectorate

15.1e Sevenoaks Independent Advisory Group (IAG) [Email] – Invitation to meeting (18/07/24)

15.1f KALC [Email] – Newsletter (June edition)

15.1g Resident [Email] – Request to SDC that they re-site dog waste bins at Rye Wood

15.2 Dunton Green News (newsletter): to note delivery status of Summer edition and copy deadline for Autumn edition (1st August).

Most copies have now been delivered and some undelivered routes have been covered by councillors. There was some discussion re topics for articles for the next edition and a request to councillors that have not yet submitted articles to do so.

ACTION: ALL

16. CO-OPTION

No applications for consideration.

17. DATE OF NEXT MEETING

17.1 July 9th, 2024 (7.30pm) – Dunton Green Pavilion

18. PUBLIC SESSION

None.

The meeting closed at 9.05pm.

Chairman _____

Date _____