



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 12th DECEMBER 2023 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. England, Lockey, Parker, Copeland, Forster-Pearce, Hersey, Lapham, Norton

Apologies: Cllrs. Gomes-Chodyniewski, Carrol, Bayley (SDC)

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

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 14th November 2023 as a true and accurate record.

It was Resolved to approve and sign the minutes of the meeting of the Finance & General Purposes Committee held on Tuesday 21st November 2023 as a true and accurate record.

To approve the minutes of the meeting of the Planning & Development Committee held on Tuesday 5th December 2023 and, if in order, to sign as a true and accurate record.

Approval deferred to January 2024 meeting as not yet available.

ACTION: CLERK

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 is scheduled to attend an SLCC Practitioners' Conference at the end of January 2024. Councillors will be kept informed of the training that is available to them.

ACTION: CLERK

5.2 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Clack advised that there had been issues in Sevenoaks with ASB at the Christmas light switch on and there had been a consultation on a Public Spaces Protection Order (PSPO) for the Vine. There is also a consultation around a PSPO in relation to cars racing in the district (particularly around the Polhill area).

Cllr. Clack advised that in order to address budget shortfalls there are various plans to achieve a balanced budget. One is a current consultation on changes in parking charges – the proposal is no increase but to introduce charging on Sundays. Another proposal is to cease provision of the Pest Control and cesspit emptying services as they are loss making and the private sector can provide cheaper services. It was unconfirmed whether SDC would recommend particular service providers or remove itself entirely.

SDC is also proposing to stop supplying residents with black sacks to make savings and there are proposals to potentially look to replace the recycling sacks longer term with some form of canvass bag/sack for life. DGPC members did not think that this was a sensible suggestion, with concerns about the suitability of a canvass bag for

storing recycling, citing potential for contamination, getting wet and so on. DGPC councillors were concerned about All of the cost saving/revenue increasing proposals and their impact on local residents.

Cllr. Clack briefly referred to Sevenoaks Leisure Centre and indicated that there is a two-year contract with the operating company and so there are no plans to get rid of the centre. He also mentioned the new bus service which runs through Dunton Green, that it isn't being well used at this end yet but is around the Orpington area. Cllr. Clack has also been in talks with Go Coach regarding a bus service (from Sevenoaks) to Pembury (hospital). Sevenoaks Wildlife Reserve have been awarded £250,000 from the Community Infrastructure Levy Board.

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 AGM.

Donnington Hall's APM had taken place also and the Parish Council was informed that the new boiler had reduced utility costs, hire levels are good, as are the Hall's finances.

07. CLERK'S REPORT

Christmas Tree, lights and power source

Despite advance planning, the delivery of the Christmas Tree was delayed until early December (after order issues were uncovered, alternative options explored and finally a tree was identified and delivered). The tree is approx. 7-8ft tall (so not as large as hoped), but it is a good specimen and if left untampered should grow into a decent focal point on the village green.

The size of the tree has, however, caused issues with the planned lights as the contractor says that the tree will not withstand the weight of cabling and lights and due to a raft of Health & Safety issues says that there is nothing that they can do this year. For this reason a battery lighting solution has been sought. The Clerk has asked the electrician for input with regard to fabrication of a conical cage-like structure that could be assembled over the tree and used to bear the weight of the lights, giving the effect that the tree is lit. The aim will be to have something manufactured by no later than June so that it is ready to be installed at the end of November (the structure will need to come apart so that it can be safely stored). The Clerk is awaiting feedback.

The Clerk will follow up in January regarding the power source for the village green and will advise the streetlighting contractor that the deadline for this is Easter (again, so that the project is completed long before it is needed).

Christmas lights have been installed in hanging baskets around the village, but it is debateable that they are working well enough. If the power source for the village green is available for use next Christmas, lighting in those baskets can be mains supplied, which would mean that the solar lights could be doubled up in the other hanging baskets in the village. The Clerk will also identify a handyman contractor who would be willing to take on some of the smaller scale work usually undertaken by councillors.

ACTION: CLERK

St Mary's Christmas Tree Festival

A Dunton Green Parish Council tree was entered into the festival with a theme of 'Dunton Green and the railway connection'.

Pavilion closure

The Pavilion will be closed to all over the Christmas period (20th December to 1st January inclusive) to ensure that while staff are on leave there are no hirer related issues and to allow the cleaner to deep clean some areas.

Contractor delays

Recent months have been especially frustrating for the Clerk and the Bookings & Facilities Assistant with the number of delays and issues with contractor works that have occurred. However, a number of jobs (largely related to annual maintenance visits) should be completed before Christmas or in the first week of January.

D-Day 80th Anniversary 6th June – Beacon lighting?

There are plans nationally for events to mark this occasion (which falls on a Thursday). The Clerk asked if the Parish Council wanted to mark the occasion by having some form of event or exhibition followed by Beacon lighting in the

evening (albeit in June nights draw in very late). The Clerk suggested that if an event is not viable, perhaps consideration could be given to producing a volume in relation to the WW2 War Memorial dead (as had been completed for the WW1 Memorial). The Clerk was instructed to contact the researcher to establish if this is possible.

ACTION: CLERK

Village Defibrillators

The Parish Council has installed and maintains 5 defibrillators across the village (at the Village Hall, DG Pavilion, Shopping Parade, Ryewood gym, Miners Arms). The north of the village is lacking a defibrillator. The Rose & Crown has been suggested as a site where a defibrillator could be installed on an outside wall but to date there have been no responses to any communications sent. The Clerk requested that a councillor visits both the Rose & Crown and the Donnington Manor Hotel to ask whether they might be prepared to allow installation of a cabinet on an outside wall so that the northern end of the village is also covered. There is currently a campaign to provide free or subsidised defibrillators to Parish Councils which DGPC could capitalise on.

Cllr. Lockey volunteered to approach the Rose & Crown in the first instance.

ACTION: PL

08. COMMUNITY DEVELOPMENT & SAFETY

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

It was noted that there has been a spree of graffiti affecting the Pavilion building and the MUGA (youth shelters and other surfaces), as well as in the underpass by the school. The anatomical graffiti in the recreation ground had been dealt with but there had been a need to chase SDC to sort the issues in the underpass. The Clerk had spoken with PC Wilson who had suggested that perhaps a new street art project could be undertaken in the underpass area, and he had contacted SDC regarding this.

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

It had been confirmed that Sue Larken who has been instrumental in running the Pop In sessions in Dunton Green is leaving Age UK (Maidstone, Sevenoaks & Tonbridge) for a new role with another Age UK group. At this stage it is not known if or when Age UK MST will recruit anyone to cover these sessions; Sue's departure is a huge loss for Dunton Green, the popularity of her sessions a testament to her popularity and success. The Clerk will contact Age UK MST to establish what plans they have.

ACTION: CLERK

8.3 West Kent Youth Services update November 2023: to consider current situation with funding and to discuss whether DGPC should be involved with Detached Youth Work Project

It was noted that whilst funding cuts would affect detached youth services provided by West Kent Extra, the 8-12s Projects across the district (including in Dunton Green) would be unaffected. Historically, there has been detached youth work in Dunton Green, but it was unclear how effective that had been. Sevenoaks and Swanley Town Councils are working with West Kent Extra on a Detached Youth Work Project, and it was agreed that the Clerk should liaise with West Kent Extra to understand better how being involved would help Dunton Green.

ACTION: CLERK

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 bank reconciliations (to 30th November), 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 30/11/2023

Description	Value £	Value £
Cash in hand 01/04/2023		£117,495.28
ADD Receipts 01/04/2023 – 30/11/2023		£281,628.06

TOTAL		£399,123.34
SUBTRACT		
Payments 01/04/2023 – 30/11/2023		£136,033.54
A: Cash in hand 30/11/2023		£263,089.80
Cash in hand per Bank Statements		
NatWest Reserve 30/11/2023	£170,828.30	
NatWest Current 30/11/2023	£9,967.84	
CCLA Public Sector Deposit 30/11/2023	£42,293.66	
CCLA Local Authorities Property Fund 31/03/2023	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£263,089.80
Less unrepresented cheques		£0.00
TOTAL		£263,089.80
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£263,089.80

9.2 Budget 2024-25: to consider a Budget recommendation from the Finance & General Purposes Committee and consider any recommendations for changes as a result of new information

It was Resolved to agree and approve the Budget recommendations.

ACTION: CLERK

9.3 DGPC Investments: to consider increasing investment with the CCLA Public Sector Deposit Fund (as recommended by the Finance & GP Committee)

It was Resolved to invest £40,000 in the CCLA Public Sector Deposit Fund.

ACTION: CLERK

9.4 Precept: to discuss and agree the Precept level for 2024-25 (if information is available for the December meeting)

It was Resolved that the Precept for 2024-25 be £139,500. This is the same as for 2023-24 and will result in a reduction in the Band D Levy, equivalent to a saving of £0.54 for the year.

ACTION: CLERK

POSTMEETING NOTE: The provisional Tax Base figure for 2024/25 provided by SDC for DGPC's meeting was 1350.85 (up from 1347.57 for 2023/24). However, when the Tax Base was formally confirmed on 15/12/23 Dunton Green's Tax Base was increased again to 1356.41. The increase is negligible, but the Band D levy reduction is now £0.96 for the year.

10. ACCOUNTS FOR PAYMENT

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

Payment Type	Description	Net £	VAT £	Gross £
November Payments (reported at November meeting in italics)				
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>16.64</i>	<i>0.00</i>	<i>16.64</i>
DD	<i>Hiscox Annual Insurance Premium Monthly Payment</i>	<i>483.68</i>	<i>0.00</i>	<i>483.68</i>
DEBIT CARD	<i>Dropbox Annual subscription</i>	<i>79.90</i>	<i>15.98</i>	<i>95.88</i>
BANK TFRS	<i>Staff Salaries & Expenses November 2023</i>	<i>4357.33</i>	<i>0.00</i>	<i>4357.33</i>

DEBIT CARD	CANVA Annual Subscription	83.33	16.66	99.99
BANK TFR	KALC AGM Lunch (FE)	5.00	1.00	6.00
BANK TFR	KALC AGM Lunch (GH)	5.00	1.00	6.00
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60
DD	Castle Water Pavilion Water	31.55	0.00	31.55
DD	Shred Station Confidential Waste Disposal Service (Sept)	41.93	8.39	50.32
DD	Shred Station Confidential Waste Disposal Service (Oct)	41.93	8.39	50.32
DEBIT CARD	Amazon Christmas Lights	12.74	2.55	15.29
DEBIT CARD	Amazon Pavilion Supplies	19.40	3.90	23.30
DEBIT CARD	Amazon Pavilion Supplies	44.52	8.91	53.43
DEBIT CARD	Amazon Christmas Lights	24.99	5.00	29.99
DD	Smartest Energy Pavilion Gas Supply	466.46	23.32	489.78
DD	Peoples Partnership (Pension)	428.76	0.00	428.76
BANK TFR	Cube Plumbing & Heating Ltd Annual Maintenance Contract	1009.00	201.80	1210.80
BANK TFR	3 rd Sevenoaks (Dunton Green & R'hd) Scouts Donation	250.00	0.00	250.00
DD	Npower (was E.ON) Unmetered Electricity Supply	76.48	3.82	80.30
BANK TFR	SLCC Enterprises Ltd Staff Training (Practitioners Conference Feb '24)	360.00	51.00	411.00
DD	EE Mobile phone Sim Card	10.31	2.06	12.37
BANK TFR	Dr D Parker Refreshments of fireworks event	67.12	0.00	67.12
BANK TFR	DGPS Forest School Volunteers Donation	200.00	0.00	200.00
BANK TFR	Sally Jolly (Welcome Printing) Printing Dunton Green News Winter 2023	1334.01	0.00	1334.01
DEBIT CARD	Able Electrical Ltd Pavilion lighting remedials (cupboard lights)	112.50	22.50	135.00
DEBIT CARD	Amazon Christmas Lights	75.97	15.19	91.16
BANK TFR	Safeplay Playground Services Ltd Quarterly H&S Inspection	152.00	30.40	182.40
DEBIT CARD	Paramount Plants & Gardens Ltd Village Christmas Tree (additional payment)	323.33	64.67	388.00
BANK TFR	Mrs F England Travel expenses (training & KALC AGM)	27.00	0.00	27.00
DD	Smartest Energy Pavilion Electricity	870.83	174.17	1045.00
DD	HugoFox Ltd Website provision (Nov)	19.99	4.00	23.99

DEBIT CARD	Lebara Mobile Phone Sim Card	4.95	0.00	4.95
DEBIT CARD	Amazon Norton Antivirus Software	16.66	3.33	19.99
DEBIT CARD	Amazon Pavilion & Office Supplies	56.79	11.37	68.16
DEBIT CARD	Amazon Christmas Decorations	18.14	1.23	19.37
BANK TFR	Getting IT Working IT Support November 2023	150.00	30.00	180.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing Nov 2023	851.88	170.38	1022.26
BANK TFR	SDC Freighter Service November 2023	170.42	34.08	204.50
DD	Onecom Ltd Broadband and Telephone at Pavilion	88.25	17.65	105.90
December 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	483.68	0.00	483.68
BANK TFR	Kent CC Photocopier leasing	82.52	16.50	99.02
BANK TFR	Gardens of England Grounds Maintenance November 2023	918.32	0.00	918.32
BANK TFR	NSALG Ltd (Allotments) Subscription 2023/24	30.00	0.00	30.00
BANK TFR	Chris Knott Insurance Consultants Allotment Insurance 2024	75.69	0.00	75.69
BANK TFR	Knockout Print Deposit for village signage (design, artwork, production and installation – 10 signs)	2050.00	410.00	2460.00
BANK TFRS	Staff Salaries & Expenses December 2023	3417.40	0.00	3417.40
BANK TFR	HMRC Qtr 3 2023/24 PAYE Tax & NI	4016.45	0.00	4016.45
DEBIT CARD	Amazon Pavilion supplies (water boiler filter, wash up liquid, cable ties)	96.85	15.38	112.23
December Payments (expected but unconfirmed/not yet paid)				
DD	Peoples Partnership (Pension)	333.47	0.00	333.47
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60
DD	Smartest Energy Pavilion Gas Supply (New Supplier)	647.05	32.35	679.40
DD	Npower (was E.ON) Unmetered Electricity Supply	82.24	4.11	86.35
DD	Castle Water Pavilion Water Nov 23	40.92	0.00	40.92
DD	Smartest Energy Pavilion Electricity	870.83	174.17	1045.00
DD	HugoFox Ltd Website provision (Dec)	19.99	4.00	23.99
DEBIT CARD	Lebara Mobile Phone Sim Card	4.95	0.00	4.95

DD	EE Mobile phone Sim Card	10.31	2.06	12.37
BANK TFR	Getting IT Working IT Support December 2023	150.00	30.00	180.00
DD	Onecom Ltd Broadband and Telephone at Pavilion	88.25	17.65	105.90

ACTION: CLERK

11. PLANNING

11.1 CURRENT PLANNING To ratify recommendations made outside of a Parish Council meeting, as a result of comment deadlines.

11.1a Planning Application 22/02100/HOUSE AMENDED (2nd time)

Location: Pounsley House Pounsley Road

Development: Single storey rear and side replacement extensions and roof extensions to dwellinghouse with associated internal alterations. Replace existing garage and laundry building with erection of annex outbuilding for purposes incidental to the enjoyment of the dwellinghouse. Demolition of existing outbuildings.

Amendment: Application is returning to the original scheme [having been amended to exclude outbuildings].

Recommendation: Re-submit original response.

It was Resolved to Ratify the response.

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

11.2a Planning Application 23/03424/FUL

Location: 20 London Road

Development: Change of use to convenience store. New aluminium shop front, together with the display of an externally illuminated shop sign.

Recommendation: No Comment.

ACTION: CLERK

11.2b Planning Application 23/03425/ADV

Location: 20 London Road

Development: Externally Illuminated Aluminium Shop sign.

Note: application invalid as block plan incorrect and missing detailed drawings

Members discussed the information available (as there was information relating to the advertising within the FUL application (23/03424/FUL)).

Recommendation: Object.

Members were concerned about the potential light pollution impact on neighbours. It is not the advertising, but the potential intensity of the lighting proposed that the Council is concerned about. The Clerk was asked to submit this response when the application is revalidated.

ACTION: CLERK

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

11.3a Planning Application 23/01942/HOUSE AMENDED #2

Location: Rugby House London Road

Development: Demolition of existing conservatory, two storey rear and single storey side and rear extension with rooflights. Removal of chimney. New off street parking arrangement with dropped kerb to London Road and new access point to Ivy House Lane.

SUMMARY OF MAIN CHANGES: A missing gable end shown on the rear elevation has been added to the roof plans.

No additional response submitted as a result of the amendment.

11.3b Planning Application 23/01942/HOUSE AMENDED

Location: Rugby House London Road

Development: Demolition of existing conservatory, two storey rear and single storey side and rear extension with rooflights. Removal of chimney. New off street parking arrangement with dropped kerb to London Road and new access point to Ivy House Lane.

GRANT OF PLANNING PERMISSION: Subject to conditions

11.3c Planning Application 23/01934/HOUSE

Location: Fallowfield Rye Lane

Development: Demolition of existing garage and conservatory. Construction of new single storey side extension. New roof on existing extension. Rooflights. New steps. Alterations to fenestration.

GRANT OF PLANNING PERMISSION: Subject to conditions

11.3d Planning Application 23/01955/FUL (Adjoining Parish Consultation)

Location: Unit E Ryedale Court Riverhead

Development: Demolition of an existing office building Block E and proposed development of 24 new build residential apartments with associated undercroft and surface parking, cycle park facilities, bin storage & landscaping

APPLICATION WITHDRAWN

11.3e Planning Application 23/01544/HOUSE – PLANNING INSPECTORATE APP/G2245/D/23/3328814

Location: Pounsley Studio Pounsley Road

Development: Single storey detached garage

Householder Appeal Service Appeal against SDC's Refusal of planning permission [no comments can be submitted]

11.4 SDC Plan 2040 (Local Plan) Regulation 18 (Part 2) Consultation: to note the decisions of the Planning & Development Committee meeting of 5th December 2023 in relation to the submission of a response.

Members had considered the draft response and there were some additional pieces of information to be included. The Clerk will rework the response to include these elements and submit.

ACTION: CLERK

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Play Equipment: to receive an update

It was noted that the new gym equipment is scheduled for installation this week, ready for the New Year.

12.2 Dunton Green Signage: project update

It was noted that the signage project is nearing completion, with installation potentially before Christmas, or early in the New Year, latest.

12.3 Recreation Ground Car Park: Management Proposal for consideration

Creative Carparks had approached the Parish Council with a proposal to manage the car park. The proposal was reviewed but it was felt that at this time implementation of a scheme that would see overstayers fined was not required (hire levels at the Pavilion need to increase first). However, it was acknowledged that there is a low-level issue with some overnight and long stay parking, contrary to all of the signage indicating that the car park is for pavilion and recreation ground users only. Overnight parking itself is not so much of an issue if it does not impact evening hirers and the vehicles are gone by 8am. Recently a hirer had been impacted at a morning session when clients were unable to park because of inconsiderate overnight and long day time parking by residents. It was agreed that a reminder letter to residents should be issued, with an indication that an alternative scheme for management of the car park is being considered. Re-introduction of ad hoc locking of the barrier will also be implemented.

ACTION: CLERK

13. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

Nothing to report.

14. EVENTS

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

14.1a Christmas Event – to include decisions re scope of event

The event will take place on Friday 15th December at 6pm but due to the wet weather and the whole Christmas Tree/lighting issues will now take place at Dunton Green Pavilion. The start time may slip to 6.15pm to allow time for anyone making their way from the village green. Cllr. Lockey will cover refreshments for the event and all councillors are encouraged to attend.

ACTION: CLERK/PL

14.1b 2024 Events

Dates were set for the following 2024 events:

- Annual Parish Meeting – Wednesday 27th March 2024 7pm (Dunton Green Pavilion)
- Annual Fireworks Display – Saturday 28th September 2024 6.45pm (Recreation Ground)
- Remembrance Sunday Service – Sunday 10th November 2024 10.45am (War Memorial)

15. CORRESPONDENCE & COMMUNICATIONS

15.1 Members considered or noted correspondence received since the November 2023 meeting

15.1a Local Councils Update – December 2023

15.1b KCC [Email] – Family Hub and Commissioned Youth Decision

15.1c Laura Trott [Leaflet] – Reporting Back 2023

15.1d Resident [Email] – Japanese Knotweed (private land)

The Clerk had informed Cllr. Forster-Pearce about this issue and he was taking steps to liaise with various parties to try to get this resolved. It was noted that there was no formal confirmation that the knotweed is Japanese Knotweed at this time.

15.1e SDC [Email] – Consultation on proposed parking charges for 2024

15.1f DGPS Forest School Volunteers [Email] – Thank you for donation

15.1g 3rd Sevenoaks (Dunton Green & Riverhead) Scouts [Email] – Thank you for donation

15.1h KCC [Email] – Kent Local Flood Risk Management Strategy 2023-24: Consultation (deadline 30/01/24)

15.2 Dunton Green News (newsletter)

Members were asked to prepare articles for the newsletter which the Clerk and the BFA could then use when compiling the newsletter. These could be submitted at any time through the year, on any topics that anyone wants to cover, but there was a need for at least a few articles ahead of the Spring edition deadline (1st February). The objective is to keep a bank of articles that can be used throughout the year.

ACTION: ALL

02. CO-OPTION

No applications for consideration (although it was noted that there had been one expression of interest for which an application had not been submitted).

18. DATE OF NEXT MEETING

18.1 January 16th, 2024 (7.30pm) – Dunton Green Pavilion [Note: *third Tuesday, not second*]

19. PUBLIC SESSION

None.

The meeting closed at 9.09pm.