



## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 14<sup>th</sup> December 2021 at 7.30pm

### 00. PUBLIC SESSION

None.

In the absence of the Parish Council Chairman, the Vice Chairman (Cllr. Lockey) chaired the meeting.

### 01. PRESENT / APOLOGIES

Present: Cllrs. Lockey, Copeland, Hersey, Parker, Norton, Carrol, Gomes-Chodynieceki, Lapham

Apologies (accepted): Cllrs. England, Bayley (SDC), Chard (KCC)

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

### 02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 9<sup>th</sup> November 2021 were approved as a true record.

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

### 03. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr. Lockey – personal / non-pecuniary interest in Item 10.3 (Morants Court Road) and Item 11.1a (Grounds Maintenance Contract Extension)

Cllr. Lapham - personal / non-pecuniary interest in Item 10.2d (37 London Road)

### 04. GENERAL ADMINISTRATION

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

None.

**4.2 Civility and Respect Project: to consider the scope of the project and actions for DGPC**

The first project newsletter was noted, and it was agreed that a review of the Council's associated policies should be conducted and any suggested revisions, considering the recommendations of the project, should be considered at the February 2022 meeting.

**ACTION: CLERK**

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

The Clerk had attended a training session & meeting with the SLCC; the Bookings & Facilities Assistant (BFA) is completing online courses about Legionella Awareness and MS Publisher (the latter so that she can assist with the compilation of Dunton Green News going forward).

**4.4 KALC Community Awards Scheme 2022: to consider DGPC's participation and to discuss potential nominees**

It was Proposed – Cllr. Lapham, Seconded – Cllr. Norton and Agreed that the Parish Council should once again take part in the scheme. Some consideration needs to be given to nominees and a final decision will be taken at the January meeting.

**ACTION: ALL/CLERK**

### 05. DGPC REPRESENTATIVES – EXTERNAL BODIES

**5.1 To consider feedback from any meetings attended by DGPC's representatives on external bodies**

## and to note any meetings due to be attended

The AGM of the Donnington Hall Management Committee had taken place and the re-election of officers had been completed.

It was noted that the Village Hall Management Committee had not met for some considerable time nor responded to the Clerk with regard to dates for a proposed meeting to discuss how best to attract new members to the Committee. The Clerk was asked to follow up again in the New Year.

**ACTION: ALL/CLERK**

The Clerk commented that it was disappointing that the KALC Sevenoaks Area Committee had managed to meet only once (virtually) since the commencement of the pandemic in March 2020. The Committee could have been used as an excellent resource for disseminating information in a more practical fashion than receipt of that information by email alone could achieve. Apparently the 'local membership' had been 'thrashing out' a Parish, Town, District Council Charter but it was debateable who that local membership is when the Committee has not been meeting to share information and ideas. Members concurred.

## 06. CLERK'S REPORT To receive the Clerk's report

There were several matters that the Clerk reported on:

- An application is to be 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).
- There is a new KCC Highways Steward – Simon Hawkins.
- All donations that the Parish Council approved at the October 2021 meeting have now been paid.
- There had been several issues with the Pavilion's main door not closing to lock properly. This had been an intermittent issue which, whilst annoying, had not previously been a huge issue as after repeated attempts the door had always locked. However, on 27th November the door would not lock closed at all for a hirer. Cllr. England had attended the building to check things but was still unable to make the door lock. The Clerk then travelled to site but found the door was locked and the building alarmed and secured. There was some confusion as to whether this was a mechanical issue with the latching mechanism or an issue with the electronic lock (which should default to the locked position). A locksmith was called and confirmed that it was likely a mechanical issue; the door closer was adjusted, the locking mechanisms oiled & greased, the electronic lock was checked and found to be correctly set up and to date there has been no return of the issue. This did highlight, however, that there is no back up method of locking that door and a quote is to be provided to supply and fit a deadlock that could be used, in emergencies, to secure the door.
- Cllr. Lapham had talked at the November meeting of some preliminary work that he had undertaken regarding some proposals for the Parish Council's extension land, and he had subsequently issued a more detailed document for councillors to review. There had been no feedback to that, and the Council was asked whether there was any support for some further investigation into what might be achievable. It was Proposed – Cllr. Norton, Seconded – Cllr. Carrol and Agreed that in principle there was support for an 'environmental and recreational' proposal for that land and that further research should be undertaken (in the knowledge that this would potentially be a long-term project which would require third party funding and guidance).

**ACTION: AL/CLERK**

## 07. COMMUNITY DEVELOPMENT & SAFETY

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

The PCSO's report had been distributed and was noted. More recently there had been an incident at Tesco in Riverhead where it appeared that an affray outside between two groups of young men had spilled inside the shop itself, causing damage to stock and fittings. It was also noted that an incident of drug dealing at Sevenoaks Station had been dealt with by British Transport Police.

The Clerk confirmed that whilst the defibrillator cabinet at the parade (which had been damaged in an ASB incident) had been reinstated, it no longer had a working fan/heater or an alarm and a replacement cabinet had been ordered. The defibrillator itself had been checked by Sevenoaks CFR and was still in good working order. As soon as the new cabinet has been installed, the defibrillator can be returned. For now, SECAmb has been advised that there is no defibrillator in that location.

The Clerk also confirmed that a small wildlife surveillance camera has been installed (with requisite signage) at the bus shelter opposite the shopping parade on London Road. It was agreed that the Parish Council's CCTV Policy should be reviewed to ensure that a protocol for this type of camera is incorporated (if it is not already covered)

**ACTION: CLERK**

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

The Street Cricket sessions had not got off to a good start, with no-one registering for the sessions. As a result, the sessions will not recommence in January as was planned, but the full 12-week course will now start later in 2022 when the temperatures have improved and some more time can be spent publicising the offering.

The Age UK sessions (Lunch Club and Pop In Café) continue to be well received. The Clerk and Cllr. England met with Sue Larken (Pop Up Café) and Louise Macpherson (new Chief Executive of Age UK Sevenoaks) to discuss the current provision of services, the need for transport within Dunton Green and possibilities for enhancing the range of services offered in Dunton Green.

## 08. FINANCE

### 8.1 Bank Reconciliation

A bank reconciliation (to 30<sup>th</sup> November 2021) was presented by the Clerk, and it was Proposed – Cllr. Norton, Seconded – Cllr. Copeland and Agreed 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 30/11/2021

| Description                                     | Value £     | Value £            |
|---|-------------|--------------------|
| <b>Cash in hand 01/04/2021</b>                  |             | <b>£162,561.86</b> |
| ADD Receipts 01/04/2021 – 30/11/2021            |             | £168,732.50        |
| TOTAL   |             | £331,294.06        |
| SUBTRACT  |             |                    |
| Payments 01/04/2021 – 30/11/2021                |             | £137,280.28        |
| <b>A: Cash in hand 30/11/2021</b>               |             | <b>£194,013.74</b> |
| Cash in hand per Bank Statements                |             |                    |
| NatWest Reserve 30/11/2021                      | £110,877.10 |                    |
| NatWest Current 30/11/2021                      | £2,926.17   |                    |
| CCLA Public Sector Deposit 30/09/2021           | £40,210.51  |                    |
| CCLA Local Authorities Property Fund 31/03/2021 | £40,000.00  |                    |
| <b>TOTAL CASH IN HAND per Bank Statements</b>   |             | <b>£194,013.74</b> |
| Less unpresented cheques                        |             | £0.00              |
| TOTAL   |             | £194,013.74        |
| Plus unpresented receipts                       |             | £0.00              |
| <b>B: Adjusted Bank Balance</b>                 |             | <b>£194,013.74</b> |

### 8.2 Budget Setting Process: to review a draft Budget recommendation for 2022-23 and consider any recommendations for changes

A draft Budget had been prepared which members considered. It was Proposed – Cllr. Norton, Seconded – Cllr. Gomes-Chodyniewski and Agreed that Budget recommendation be approved.

**ACTION: CLERK**

Whilst not on the agenda, the Clerk shared initial information regarding the Tax Base (which had increased from 1329.09 to 1343.85). A decision would be taken with regard to the setting of the Precept at the January meeting.

**ACTION: CLERK**

## 9. ACCOUNTS FOR PAYMENT

### 9.1 List of payments for approval

It was Proposed – Cllr. Cllr. Lapham, Seconded – Cllr. Gomes-Chodyniewski 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 £ |
|--|---|---------|--------|---------|
| <b>November Payments (reported at November meeting in italics)</b> |   |         |        |         |
| <b>BANK TFR</b>  | <i>Kent Panthers<br/>Basketball Sessions (06/09-29/011)</i>   | 650.00  | 0.00   | 650.00  |
| <b>DEBIT CARD</b>  | <i>Adobe Systems Software<br/>Adobe Acrobat monthly subscription</i>  | 12.64   | 0.00   | 12.64   |
| <b>BANK TFR</b>  | <i>KCC<br/>Photocopier leasing 01/10-31/12 (new machine)</i>  | 82.52   | 16.50  | 99.02   |
| <b>BANK TFR</b>  | <i>Getting-IT-Working<br/>IT Support October 2021</i>   | 150.00  | 0.00   | 150.00  |
| <b>BANK TFR</b>  | <i>Express Keys &amp; Lock Services<br/>Door adjustment (Pavilion)</i>                                      | 50.00   | 10.00  | 60.00   |
| <b>BANK TFRS</b>   | <i>Staff Salaries &amp; Expenses<br/>November 2021</i>  | 2843.86 | 0.00   | 2843.86 |
| <b>DEBIT CARD</b>  | <i>Dropbox<br/>Annual subscription renewal</i>  | 79.90   | 15.98  | 95.88   |
| <b>DEBIT CARD</b>  | <i>Amazon<br/>3 External noticeboards (info boards for courts)</i>  | 174.87  | 34.98  | 209.85  |
| <b>DD</b>  | <i>Virgin Mobile Phone monthly contract</i>   | 7.00    | 1.40   | 8.40    |
| <b>DD</b>  | <i>SAGE UK Ltd<br/>Payroll software</i>   | 7.00    | 1.40   | 8.40    |
| <b>DD</b>  | <i>E.On (Pavilion Electricity) Oct 2021</i>   | 328.88  | 65.78  | 394.66  |
| <b>DD</b>  | <i>British Gas Pavilion Gas Oct 2021</i>  | 133.32  | 6.66   | 139.98  |
| <b>DD</b>  | <i>E.On (Unmetered Supply) Oct 2021</i>   | 80.83   | 4.04   | 84.87   |
| <b>DD</b>  | <i>B&amp;CE HSM Ltd (The People's Pension)</i>  | 280.49  | 0.00   | 280.49  |
| <b>DD</b>  | <i>Shred Station<br/>Confidential Waste Collection (October)</i>  | 35.00   | 7.00   | 42.00   |
| <b>BANK TFR</b>  | <i>KCC<br/>Photocopier Leasing</i>  | 71.32   | 14.26  | 85.58   |
| <b>BANK TFR</b>  | <i>Showcase Carpet Cleaning<br/>Cleaning &amp; deodorising of Pavilion sofas</i>                            | 100.00  | 0.00   | 100.00  |
| <b>BANK TFR</b>  | <i>Apex Airconditioning<br/>Maintenance &amp; replacement of filters in ventilation systems at Pavilion</i> | 1245.10 | 249.02 | 1494.12 |
| <b>BANK TFR</b>  | <i>Teambase<br/>Office Supplies</i>   | 94.12   | 18.82  | 112.94  |
| <b>BANK TFR</b>  | <i>Getting IT Working<br/>Anti-virus software</i>   | 66.66   | 0.00   | 66.66   |
| <b>DEBIT CARD</b>  | <i>Amazon<br/>Padlocks for entrances to MUGA &amp; Tennis Court</i>   | 25.08   | 5.02   | 30.10   |
| <b>DEBIT CARD</b>  | <i>HM Land Registry / World Pay<br/>Title Registers (x1)</i>  | 3.00    | 0.00   | 3.00    |

|                                  |   |         |        |         |
|----------------------------------|---|---------|--------|---------|
| <b>DEBIT CARD</b>                | Able Electrical Ltd<br>Re-affix defib cabinet and power (parade)  | 41.67   | 8.33   | 50.00   |
| <b>DEBIT CARD</b>                | BT Property Search (Paralaw)<br>Utility search fee for Longford Meadow  | 49.00   | 9.80   | 58.80   |
| <b>DD</b>                        | Castle Water<br>Water at Pavilion (meter reading being queried)<br><i>An actual meter reading has now been taken by Castle Water, confirming that the bill is hugely overestimated (estimated read of 03078 and actual read at 01/12/21 of 00994) and that a refund of £4123.24 will be made. The Clerk has requested that invoices are emailed not posted; has now been set up so that the invoice should be emailed within two days of it being generated and 14 days before any payment is taken by Direct Debit. The Clerk will cancel Direct Debit arrangements after the refund has been received and until Castle Water can more accurately estimate bills</i> | 4794.97 | 0.00   | 4794.97 |
| <b>BANK TFR</b>                  | Mrs W Jackson<br>High Speed Training (Legionella Awareness)   | 30.00   | 6.00   | 36.00   |
| <b>DD</b>                        | EE Mobile phone contract  | 8.26    | 1.65   | 9.91    |
| <b>DEBIT CARD</b>                | Amazon<br>SD Card for Wildlife Camera   | 13.99   | 0.00   | 13.99   |
| <b>DEBIT CARD</b>                | Amazon<br>Batteries (Camera / Stock); Sign holders/pockets  | 50.39   | 10.09  | 60.48   |
| <b>DEBIT CARD</b>                | Able Electrical Ltd<br>Replace PIR sensor in Female WC  | 119.60  | 23.92  | 143.52  |
| <b>BANK TFR</b>                  | Mrs W Jackson<br>Training (MS Publisher course)   | 8.32    | 1.67   | 9.99    |
| <b>BANK TFR</b>                  | ORTON<br>Refund of Pavilion Hire deposit  | 16.67   | 3.33   | 20.00   |
| <b>BANK TFR</b>                  | London Hearts<br>Defibrillator Cabinet for shopping parade  | 480.00  | 96.00  | 576.00  |
| <b>BANK TFR</b>                  | Cube Plumbing Ltd<br>Annual maintenance of boiler, drains at Pavilion   | 1010.00 | 202.00 | 1212.00 |
| <b>BANK TFR</b>                  | Mrs W Jackson<br>Christmas decorations for Pavilion   | 19.38   | 3.87   | 23.25   |
| <b>BANK TFR</b>                  | Getting IT Working<br>IT Support November 2021  | 150.00  | 0.00   | 150.00  |
| <b>BANK TFR</b>                  | Surrey Hills Solicitors LLP<br>Initial legal advice re footpath & access road   | 650.00  | 130.00 | 780.00  |
| <b>DEBIT CARD</b>                | B&Q<br>Batteries for Christmas lights & cable ties  | 54.99   | 0.00   | 54.99   |
| <b>DEBIT CARD</b>                | Viking UK<br>Pavilion supplies  | 45.03   | 9.01   | 54.04   |
| <b>DD</b>                        | Onecom Ltd Broadband & Telephone Nov 21   | 69.16   | 13.83  | 82.99   |
| <b>December Payments to date</b> |   |         |        |         |
| <b>BANK TFR</b>                  | Gardens of England<br>Grounds Maintenance November 2021   | 914.30  | 0.00   | 914.30  |
| <b>DEBIT CARD</b>                | Adobe Systems Software<br>Adobe Acrobat monthly subscription  | 12.64   | 0.00   | 12.64   |
| <b>DEBIT CARD</b>                | Amazon<br>Batteries for Christmas Lights  | 24.98   | 5.00   | 29.98   |
| <b>DEBIT CARD</b>                | Pink Sky Trading (T/A Lemon Pavilion)<br>Wooden wheelie bin store   | 114.11  | 22.82  | 136.93  |
| <b>BANK TFR</b>                  | Dunton Green Primary School PTA   | 150.00  | 0.00   | 150.00  |

|   |  |         |        |         |
|---|--|---------|--------|---------|
|   | Donation (general) as per October 21 meeting   |         |        |         |
| <b>BANK TFR</b>   | Kent Surrey Sussex Air Ambulance Trust<br>Donation as per October 21 meeting                                   | 150.00  | 0.00   | 150.00  |
| <b>BANK TFR</b>   | Sevenoaks Volunteer Transport Group<br>Donation as per October 21 meeting                                      | 200.00  | 0.00   | 200.00  |
| <b>BANK TFR</b>   | Relate (West/Mid Kent)<br>Donation as per October 21 meeting   | 50.00   | 0.00   | 50.00   |
| <b>BANK TFR</b>   | Dunton Green Primary School<br>Sponsorship of classroom as per October 21 meeting                              | 3000.00 | 0.00   | 3000.00 |
| <b>BANK TFR</b>   | Kent Community Domestic Abuse Programme<br>Donation as per October 21 meeting                                  | 150.00  | 0.00   | 150.00  |
| <b>BANK TFR</b>   | Citizens Advice (N&W Kent)<br>Donation as per October 21 meeting   | 150.00  | 0.00   | 150.00  |
| <b>BANK TFR</b>   | Age UK Sevenoaks<br>Donation as per October 21 meeting   | 1500.00 | 0.00   | 1500.00 |
| <b>BANK TFR</b>   | Holding On Letting Go<br>Donation as per October 21 meeting  | 100.00  | 0.00   | 100.00  |
| <b>BANK TFR</b>   | Sevenoaks Community First Responders<br>Donation as per October 21 meeting                                     | 250.00  | 0.00   | 250.00  |
| <b>DEBIT CARD</b>   | Samaritans<br>Donation as per October 21 meeting   | 150.00  | 0.00   | 150.00  |
| <b>BANK TFR</b>   | Locum Locks<br>Adjustment to door closing on Pavilion main door  | 60.00   | 12.00  | 72.00   |
| <b>DEBIT CARD</b>   | Victim Support<br>Donation as per October 21 meeting   | 100.00  | 0.00   | 100.00  |
| <b>DEBIT CARD</b>   | Macmillan Cancer Support<br>Donation as per October 21 meeting   | 100.00  | 0.00   | 100.00  |
| <b>DEBIT CARD</b>   | West Kent Mediation<br>Donation as per October 21 meeting  | 50.00   | 0.00   | 50.00   |
| <b>DEBIT CARD</b>   | Amazon<br>Christmas lights for tree  | 23.28   | 4.68   | 27.96   |
| <b>DD</b>   | British Gas Pavilion Gas Nov 2021  | 168.56  | 8.42   | 176.98  |
| <b>BANK TFRS</b>  | Staff Salaries & Expenses<br>December 2021   | 2848.08 | 0.00   | 2848.08 |
| <b>BANK TFR</b>   | HMRC<br>QTR 3 2021/22 PAYE Tax & NI payment  | 3080.34 | 0.00   | 3080.34 |
| <b>BANK TFR</b>   | SDC<br>Saturday Freighter 13/11/21   | 121.74  | 24.35  | 146.09  |
| <b>DD</b>   | Virgin Mobile Phone monthly contract   | 7.00    | 1.40   | 8.40    |
| <b>BANK TFR</b>   | SLCC<br>Clerk's Annual Membership Subscription   | 234.00  | 0.00   | 234.00  |
| <b>BANK TFR</b>   | Dunton Green Primary School PTA<br>Donation to After School Club Building Project as per<br>October 21 meeting | 3000.00 | 0.00   | 3000.00 |
| <b>BANK TFR</b>   | Chris Knott Allotment Insurance<br>Public Liability Insurance Renewal 2022                                     | 66.80   | 0.00   | 66.80   |
| <b>December Payments (expected but unconfirmed/not yet paid as at 14/12/21)</b> |  |         |        |         |
| <b>DD</b>   | SAGE UK Ltd<br>Payroll software  | 7.00    | 1.40   | 8.40    |
| <b>DD</b>   | E.On (Pavilion Electricity) Nov 2021   | 504.42  | 100.88 | 605.30  |
| <b>DD</b>   | Shred Station<br>Confidential Waste Collection (October)   | 35.00   | 7.00   | 42.00   |
| <b>DD</b>   | B&CE HSM Ltd (The People's Pension)  | 285.50  | 0.00   | 285.50  |
| <b>DD</b>   | E.On (Unmetered Supply) Nov 2021   | 78.22   | 3.91   | 82.13   |

|                   |  |  |  |  |
|-------------------|--|--|--|--|
| <b>BANK TFR</b>   | Bishops Services Ltd (Bibby Factors Northwest Ltd)<br>Pavilion cleaning, jet washing November 2021 |  |  |  |
| <b>DEBIT CARD</b> | Adobe Systems Software<br>Adobe Acrobat monthly subscription                                       |  |  |  |
| <b>DD</b>         | Virgin Mobile Phone monthly contract   |  |  |  |
| <b>DD</b>         | EE Mobile phone contract   |  |  |  |
| <b>DD</b>         | Onecom Ltd Broadband & Telephone Dec 21  |  |  |  |

**ACTION: CLERK**

## 10. PLANNING

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

### 10.1a Planning Application 21/033794/HOUSE

Location: 3 Macmillan Road

Development: To remove the balcony and erect a first-floor extension over existing balcony area

Recommendation: No Comment. Proposed – Cllr. Lockey, Seconded Cllr. Lapham and Agreed

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

### 10.2a Planning Application 21/01935/FUL

Location: QinetiQ Enclave at DSTL Fort Halstead Crow Drive Halstead

Development: Works to the proposed QinetiQ enclave comprising the erection of perimeter security fence, erection of a new reception building, creation of a new main site entrance along Crow Drive, refurbishment of existing buildings including plant installation, creation of a new surface level car park and access, installation of two new explosive magazine stores and surrounding pendine block walls, demolition of existing buildings, installation of 6no. storage containers, installation of new site utilities, landscaping and ecological works.

Granted: Subject to conditions

### 10.2b Planning Application 21/03146/HOUSE

Location: Castleton London Road

Development: Demolition of existing single storey flat roof rear extension and construction of new pitched roof single storey rear extension

Granted: Subject to conditions

### 10.2c Planning Application 21/03373/HOUSE

Location: 35 London Road

Development: Formation of parking area to the front of 35 London Road to include a new crossover

Granted: Subject to conditions

### 10.2d Planning Application 21/03375/HOUSE

Location: 37 London Road

Development: Formation of parking area to the front of 37 London Road to include a new crossover

Granted: Subject to conditions

## 10.3 MORANTS COURT ROAD

It was noted that works have continued at land off Morants Court Road since the Council was informed at the November meeting and that a breach of planning permission has now been reported. The site has been inspected and works are supposed to cease. However, works do seem to be continuing with tarmac on the pavement over the crossover section having been renewed (for no apparent reason). It was noted that the Planning Officers at SDC are taking an interest, have visited site on several occasions and are vigilant.

## 10.4 Application 21/00999/FUL 149 -155 London Road (Demolition of the existing buildings and erection of 7 flats with associated parking area)

It was noted that following refusal of this application an Appeal has been lodged; a start date has yet to be set by the Planning Inspectorate and SDC has not been informed of a start date for the Appeal.

It was suggested that photographic evidence might be useful to submit to any Appeal to demonstrate the various access issues. It was confirmed that properties 149 and 155 have wayleave agreements but the property between them does not (having never been renewed).

The Clerk was asked to make enquiries with the Planning Department at SDC regarding 1 Station Road. The property has been vacant for several years but has now been thoroughly refurbished and is on the market. However, the garden appears to have been cut in half, with an area from the road being fenced off to store construction equipment/vehicles. It appears that what is for sale excludes this section. If that piece of land is now being put to commercial use should there not be a planning application to that effect?

**ACTION: CLERK**

## 11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 11.1 Grounds Maintenance

**11.1a Grounds Maintenance Contract Extension:** to ratify the decision to extend the current 3 years contract to 5 years (permitted as per clauses contained within the current contract)

It was Proposed – Cllr. Lapham, Seconded – Cllr. Copeland and Agreed (Cllr. Lockey abstained) that the decision to extend the Grounds Maintenance Contract by two years be ratified.

**11.1b Work planned (repairs/maintenance: non-grounds maintenance) update**

The Clerk confirmed that the Grounds Maintenance team would be replacing dead sections of the village green hedge with new plants over the next few weeks. This would likely result in the hedge looking quite bare in places for some time until the new plants have had an opportunity to establish.

The Clerk would follow up with suitable contractors to see if they are able to replace the socket for the barrier locking post at the recreation ground.

**ACTION: CLERK**

### 11.2 Projects - Updates regarding:

#### 11.2a Climbing Rox

The Clerk confirmed that the installation of the climbing Rox had been completed (subject to a post installation completion inspection). The site is currently fenced off until the inspection is satisfactorily completed. However, given the current weather conditions and the need for the Climbing Rox and its landscaping to bed in, the Clerk suggested that the Heras fencing be left in place until a proper 'opening' could be arranged. This would also allow some time for litter bins, noticeboard and seating to be installed. A quotation had been provided and the fencing could be hired until 25<sup>th</sup> February for £236.40. It was Proposed – Cllr. Parker, Seconded – Cllr. Copeland and Agreed that the quote be accepted (the fencing to remain and be hired for that period).

**ACTION: CLERK**

It was also agreed that notices would be put up on the fencing to indicate the reasons for the fencing staying in place and giving an indication that the expectation was to try to have the area ready for use by the end of February (with February half term being a first objective).

**ACTION: CLERK/BOOKINGS & FACILITIES ASST**

#### 11.2b Footpath SR102 registration of section to station and recreation ground access road

The Clerk had provided members with the advice received to date from the solicitor regarding these two items. In essence, evidence would be needed to show that the footpath had been used as such for at least twenty years. Similarly for the access road, evidence to support the Parish Council would be needed. Cllr. Hersey confirmed that there was evidence regarding the station footpath in the 1920s Minute Book and that could be used, in conjunction with signed witness statements, to demonstrate its use over a very long period. Similarly with the access road, there is likely evidence in the Minutes of Parish Council meetings of the Parish Council's ongoing maintenance of the access road and of it being the sole point of entry to the recreation ground.

Cllr. Hersey offered to search for extracts from the old Minutes books and Cllr. Lapham indicated that he would speak with residents who might be prepared to make a declaration that the footpath has been in use for many years. The Clerk would create a witness declaration which could be completed by witnesses and to which a map showing the footpath could be attached.

**ACTION: CLERK, GH, AL**

#### 11.2c CCTV for MUGA & Tennis Court: to consider a quotation and agree a scope of works

Following issues over the autumn with unwanted behaviour in the recreation ground, a quote had been obtained for the installation of two cameras to monitor the tennis court and the Multi Use Games Area more closely. It was Proposed – Cllr. Lockey, Seconded – Cllr. Carrol and Agreed that quote of £784 plus VAT be accepted.

**ACTION: CLERK**

## 12. HIGHWAYS & TRANSPORTATION

### 12.1 Parish Speed Indicator Device (SID) Scheme: update on first steps of the project

The first requirement is for the Parish Council to consult with the community regarding the proposal. This is being achieved through a consultation article in the Winter 2021 edition of Dunton Green News. There has already been feedback from residents, and more is anticipated. This will be collated in January and used to help inform KCC of where there might be a need for a SID to be located.

**ACTION: CLERK**

## 13. COMMUNICATION

### 13.1 Newsletter

Dunton Green News Winter 2021 edition has now been circulated to most addresses in the village. The copy deadline for the Spring 2022 edition is 1<sup>st</sup> February.

## 14. EVENTS

### 14.1 DGPC Events: feedback/updates where available

#### 14.1a Remembrance Day Sunday 14<sup>th</sup> November

Those who had been involved were thanked for their help. The service had been well received but there had been comments about the lack of volume from the sound system (especially as the event had taken place outside). It was clear that a means of boosting the sound would be a welcome and this would be investigated.

**ACTION: CLERK**

#### 14.1b Christmas Singalong Friday 17<sup>th</sup> December 6pm

Following some discussion and arrangement of timings for meeting on the day to complete the preparations, it was agreed that for now the event will go ahead but that there would be a call out for people to try to stay socially distanced, wear face coverings (even when singing) and advise that given the current guidance it would no longer be possible to provide refreshments (but that people should feel free to bring their own along). The Clerk would update social media posts to this effect.

**ACTION: CLERK**

#### 14.1c 2022 Events

The date for the APM has already been set (30/03/22); the usual fireworks event, Remembrance Service, Christmas Singalong, plus the unveiling of the Climbing Rox (photo opportunity more than anything else) and litter picks (the Keep Britain Tidy 'The Great British Spring Clean' is scheduled for 25/03 to 10/04/22) were suggested. It was Proposed – Cllr. Lockey, Seconded – Cllr. Lapham and Agreed that these events should be planned in the 2022 calendar. A date for a Spring litter pick to fall within the timeframe for the national campaign would be agreed at the January meeting.

There was some comment about the possibility of lighting the beacon for the Queen's Jubilee. The Clerk would provide details at the January meeting and would also follow up again in the New Year with Age UK,

the school and other potentially interested groups with regard to an event to mark the Queen's Platinum Jubilee.

**ACTION: CLERK**

## 15. CORRESPONDENCE

### 15.1 To consider a list of correspondence received since the November 2021 meeting

The following correspondence items were noted:

Local Councils Update - December 2021

CPRE - Countryside Voices Winter 2021

Clerks & Councils Direct - November 2021

Resident - Newsletter comments

KCC - Consultation on the Kent Design Guide website. Closes 17/01/22 Forward to members - **ACTION: CLERK**

KCC – Consultation on The Libraries, Registration and Archives Strategy. Engagement closes 28/02/22 Forward to members - **ACTION: CLERK**

South East Water - 25 Year Environment Plan Consultation. Closes 07/01/22 Forward to members - **ACTION: CLERK**

## 16. DATE OF NEXT MEETING

16.1 Scheduled: January 11<sup>th</sup>, 2022 (7.30pm) – Dunton Green Pavilion

## 17. PUBLIC SESSION

None.

The meeting closed at 9.08pm.