



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 9th April 2024 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. England (Chair), Copeland, Hersey, Lapham, Carrol, Gomes-Chodynieski,

Apologies: Cllrs. Forster-Pearce, Parker, Lockety, Norton, Bayley (SDC), Wendy Jackson (Bookings & Facilities Assistant)

In attendance: Tracy Godden (Clerk), Cllr. Clack (SDC), Member of Public (MoP) x 1

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 12th March 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 Learning Opportunities (Cllr & Staff): to consider what has been undertaken, booked and is available

Nothing to report.

Cllr. Gomes-Chodynieski arrives.

5.2 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Clack highlighted the following:

- The Joint Transportation Board has supported the proposed 20mph zones across residential streets in Sevenoaks (the proposal specifically excludes a number of roads, including around the Vine).
- The Planning Advisory Committee was given an update on the Local Plan. Some 5000 responses (11,000 comments) were received, with a fairly even split between consultation Options 1, 2 and 4 being given. There will be a Regulation 19 consultation in the summer. [It was noted that for Dunton Green sites that had been around 30 specific comments (which the Parish Council was disappointed about)].
- Dartford Borough Council may have capacity to take 600 homes off the SDC target for housing, but this is to be confirmed.
- Cllr. Bayley is attending a Finance Committee meeting (the District Council has managed to reduce its deficit).
- The roadworks issues encountered in Dunton Green have been discussed and questions will be put to KCC regarding the cumulative effect of all of the scheduled roadworks in the area (on top of the emergency road closure following a gas leak on London Road and the impact of that).

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

No meetings attended.

07. CLERK'S REPORT

Village Green Christmas Lights Project Update

Following on from March's meeting, Blachere Illuminations had reserved two 'trees' (DGPC will order one) but the Clerk has now confirmed that the Parish Council does not have adequate space to store the unit (as the four pieces are each 5m long x 1.15m, stackable) and the practicalities in terms of getting them out of storage and installed each year are prohibitive. Blachere do have alternative, smaller (3m) trees which come apart in stackable parts and so are an option. However, following talks with DGPC's streetlighting contractor, they have now advised that they are not sufficiently specialised to manage DGPC's Christmas lighting / electricity supply and have suggested that Gala Lights be contacted to seek advice and assistance as they are a local specialist company (who may have a solar power option).

The Clerk will contact Gala Lights with a view to coming up with a solution for the village green.

ACTION: CLERK

Email / Website (gov.uk) Update

Progress is being made but it is slower than anticipated (the Clerk is having to upload all required documents to the website prior to launch).

Cllr. Clack leaves the meeting.

08. COMMUNITY DEVELOPMENT & SAFETY

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

There had apparently been another incident of broken glass on the tennis court in recent weeks and glass panels on a shelter at the station had been smashed again. A newsletter had been provided by PC Wilson but there was nothing mentioned in relation to Dunton Green.

8.2 DGPC funded Community Activities: to note updates regarding youth and senior activities and to consider a quotation for sessions for summer 2024

Mini tennis sessions had commenced on 5th April for six weeks and are fully booked. Kent Panthers return on Monday 15th April with basketball sessions for the balance of the year.

The Clerk had been expecting a quotation for activities to follow the mini tennis sessions, but this had not yet been received, so the discussion would be deferred to the May meeting.

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 a bank reconciliation (to 31st March), 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 31/03/2024

Description	Value £	Value £
Cash in hand 01/04/2023		£117,495.28
ADD Receipts 01/04/2023 – 31/03/2024		£295,615.82
TOTAL		£413,111.10
SUBTRACT		
Payments 01/04/2023 – 31/03/2024		£200,470.14
A: Cash in hand 31/03/2024		£212,640.96
Cash in hand per Bank Statements		
NatWest Reserve 31/03/2024	£86,428.95	

NatWest Current 31/03/2024	£3,049.36	
CCLA Public Sector Deposit 31/03/2024	£83,162.65	
CCLA Local Authorities Property Fund 31/03/2024	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£212,640.96
Less unrepresented cheques		£0.00
TOTAL		£212,640.96
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£212,640.96

9.2 Internal Audit 2023-24

The Annual Internal Audit Report (AIAR) for 2023-24 had been completed by the Internal Auditor, Lionel Robbins, when the audit was completed on site at the Parish Office on 5th April 2024. Members also considered the report of the Internal Auditor following the year-end audit 2023-24 and it was Unanimously Resolved that the reports be accepted.

There were no issues raised in the Annual Internal Audit Report (AIAR) and there were no matters raised within the Internal Auditor's report to the Parish .

9.3 The Annual Governance and Accountability Return (AGAR) for the Financial Year 2023-24 has been completed in conjunction with the Final Year Internal Audit. The Council is requested to approve:

9.3a Section 1 Annual Governance Statement

It was Unanimously Resolved that having responded appropriately to each of the statements contained within Section 1 of the Annual Return, the Annual Governance Statement be approved and signed immediately by the Chairman of the meeting and the Clerk.

9.3b Section 2 Accounting Statement

It was Unanimously Resolved that the Accounting Statement for 2023-24 (already signed off by the Clerk (as Responsible Financial Officer) in accordance with the regulations for the Annual Return) be approved & immediately signed by the Chairman of the meeting.

All documentation required by Mazars (the External Auditors) in support of the AGAR 2023-24 (including, but not limited to, explanations of significant variances and a bank reconciliation plus any additional documentation required for an intermediate audit) would be prepared and sent as soon as practicable.

ACTION: CLERK

9.4 To reappoint the internal auditor for 2024-25

It was Unanimously Resolved that Lionel Robbins be reappointed as the Council's internal auditor for 2024-25.

ACTION: CLERK

10. ACCOUNTS FOR PAYMENT

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

Payment Type	Description	Net £	VAT £	Gross £
March Payments (reported at March meeting in <i>italics</i>)				
DEBIT CARD	<i>Adobe Systems Software</i>	<i>16.64</i>	<i>0.00</i>	<i>16.64</i>
	<i>Adobe Acrobat monthly subscription</i>			
DD	<i>Hiscox</i>	<i>483.60</i>	<i>0.00</i>	<i>483.60</i>
	<i>Annual Insurance Premium Monthly Payment</i>			

DD	TV Licensing Annual Subscription for Pavilion	159.00	0.00	159.00
BANK TFR	Gardens of Kent Grounds Maintenance Feb '24	600.00	0.00	600.00
BANK TFR	Ms T Godden Expenses reimbursement (postage)	52.70	0.00	52.70
BANK TFR	Sevenoaks Glazing Replacement of damaged glazing (portacabin)	269.51	53.90	323.41
BANK TFR	SDC Elections 2024 Costs	280.44	0.00	280.44
BANK TFRS	Staff Salaries & Expenses March 2024	3123.24	0.00	3123.24
BANK TFR	HMRC Qtr 4 2023-24 PAYE Tax & NI Payment	3249.98	0.00	3249.98
BANK TFR	KCC (KCC) Photocopier Leasing (01/4 – 30/6/24)	82.52	16.50	99.02
DD	The People's Partnership Pension Payment	304.31	0.00	304.31
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60
DD	Npower (was E.ON) Unmetered Electricity Supply	78.95	3.95	82.90
BANK TFR	Crestala Fencing Ltd Cold lay tarmac (for access road)	18.54	3.71	22.25
BANK TFR	Mrs W Jackson Expenses - Ant Spray for Pavilion	7.50	0.00	7.50
BANK TFR	Amazon Pavilion supplies (paper towels)	22.16	4.44	26.60
DD	Castle Water Pavilion Water Feb 24	31.35	0.00	31.35
DD	Smartest Energy Pavilion Gas Supply Feb 24	803.61	160.72	964.33
DD	EE Mobile phone Sim Card	10.31	2.06	12.37
BANK TFR	SDC Saturday Freighter Hire (March)	170.42	34.08	204.50
BANK TFR	Diane Carey APM Buffet and refreshments	250.00	0.00	250.00
DD	Smartest Energy Pavilion Electricity Supply	1090.00	218.00	1308.00
BANK TFR	Chris Conlan APM Entertainment (Pearly King)	67.40	0.00	67.40
DEBIT CARD	Lebara Mobile Phone Sim Card	4.95	0.00	4.95
DEBIT CARD	Tesco APM Drinks and peripherals	15.15	0.00	15.15
DD	HugoFox Ltd Website provision (Mar)	19.99	4.00	23.99
DD	Onecom Ltd Broadband and Telephone at Pavilion	88.75	17.75	106.50
April 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	483.60	0.00	483.60

BANK TFR	CJS Plants Summer baskets and planters	2900.00	580.00	3480.00
BANK TFR	Gardens of Kent Grounds Maintenance March 2024	1364.75	0.00	1364.75
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing Mar 2024	851.88	170.38	1022.26
BANK TFR	Getting IT Working IT Support March 2024	150.00	30.00	180.00
DEBIT CARD	Amazon Office supplies	43.80	8.01	51.81
BANK TFRS	Staff Salaries & Expenses April 2024	3187.42	0.00	3187.42
BANK TFR	SDC Cleaning Recreation Ground and Mill Rd and Dog Bin emptying (Jan-Mar 2024)	408.20	81.64	489.84
BANK TFR	Mr L Robbins Annual Internal Audit 2023-24	175.00	0.00	175.00
April Payments (expected but unconfirmed/not yet paid)				
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60
DD	Smartest Energy Pavilion Gas Supply Mar 24	690.40	34.52	724.92
BANK TFR	Getting IT Working IT Support April 2024	150.00	30.00	180.00

ACTION: CLERK

11. PLANNING

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

11.1a Planning Application 24/00170/FUL Amended

Location: 20 London Road

Development: Construction of a rear single storey extension and installation of condenser units.

Amendment: Noise assessment submitted.

Recommendation: Comments only.

In light of the submission of the noise assessment and findings that changes need to be made to the condenser units (which have already been installed), the Parish Council reiterates its previous comments but adds that recommendations made for changes to reduce noise levels must be followed and that SDC verifies that these adjustments have been made (a condition of any permission that might be given).

[Previous comments: The Parish Council does not feel that it is sufficiently qualified to comment on whether or not this application should be granted or refused. The Parish Council is, however, concerned by the comments from the Environmental Protection Officer about noise levels and can confirm that the condenser units have indeed already been installed.

The Parish Council is also unqualified to comment on whether this proposed extension would then impact on the planning approval given for this site for the construction of three flats and associated parking (22/00435/FUL) at the rear (where demolition has also taken place and hoarding is now erected). That permission was granted without an extension having been added to the rear of 20 London Road. Given that the current applicant seems to operate before they have been given permission by the Planning Authority, it is a concern that if this application is approved in full and goes ahead, that it may impact the other planning permission.]

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

11.2a Planning Application 23/01544/HOUSE and APPEAL REF APP/G2245/D/23/3328814

Location: Pounsley Studio Pounsley Road

Development: Single storey detached garage

DISMISSED AT APPEAL (Inappropriate development in the Green Belt

11.3 LOCAL PLAN: updates if available and to note the SDC press release dated 19/03/24 re Regulation 18 (Part 2) results
Noted.

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 DGPC Land / Projects

12.1a DGPC 'Extension' Land: to discuss progress and next steps.

The Clerk advised that there will be no 'one-stop shop' for a consultant to provide a feasibility study or advise with regard to either of the project propositions. From discussions with companies identified as potential partners, it had become clear that there would be numerous steps before reaching a point where a feasibility study is viable. There is a potential project manager for any project taken forward. More work needs to be done in relation to the project concepts and the Clerk would seek further help and advice, whilst the Chairman would look at developing firmer ideas for the wider scope proposal.

ACTION: CLERK/FE

12.2 Pavilion

12.2a Pavilion Cleaning: to note an increase to charges from 1st April 2024

The increase was noted but the matter had brought to light the fact that the cleaner is paid minimum wage. When DGPC first engaged a contract cleaner it was on the basis that the cleaner would be paid the Real Living Wage (which is more than the National Minimum/Living Wage, respectively £12/hour versus £11.44). However, this element of the contract particulars seems to have been lost over time (with the original company having been taken over).

It was Resolved that the contract cleaning company be asked to pay the Real Living Wage to the cleaner working at Dunton Green Pavilion and that this be evidenced. It was accepted that this would result in a further increase to charges, but it would allow the Parish Council to become accredited as a Real Living Wage employer.

ACTION: CLERK

13. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

13.1 To note scheduled works on London Road (SGN gas line replacements) due from 1st April 2024

This matter has developed. The scheduled work commenced w/c 1st April. However, a gas leak was discovered on Thursday 4th April and London Road was closed with effect from Friday 5th April. This has caused significant disruption in both Dunton Green and across Sevenoaks; there is no access to Sevenoaks via the A224 and there are many scheduled works over the school holiday period impacting the congestion further. The expectation was that SGN's contractors would work extended hours to resolve the issue as soon as possible but workers left site at 4pm on 5th April and did not return until Monday 8th April, no work having been completed over the weekend. The Parish Council has been informed that having dug holes to find the source of the leak, the gas main is due to be replaced on Wednesday 10th April. Infill and tarmacking will be completed over the Thursday and Friday. The site will need to be left to fully settle (the holes are extremely deep, and the infill has to have time to set). The road should be re-opened ahead of peak traffic resuming on Monday 15th April. KCC have submitted a formal complaint to SGN over the management of the closure.

13.2 To note potholes in access road to recreation have been filled with tarmac

Noted (and thanks to Cllr. Hersey).

14. EVENTS

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

14.1a Annual Parish Meeting / Parish Reception (Weds 27th March 7pm)

The APM was well attended, and the Pearly King of Bromley (Chris Conlan) was well received. The event afforded members of the community an informal opportunity to talk with parish and district councillors during the reception.

14.1b Annual Fireworks Display

It was noted that there would be a 5% increase in the cost of the display this year (to achieve the same size of display as 2023). The budget for the event for 2024 more than covers this increase. The Clerk was asked to contact the 2022 entertainer to establish their availability for the event.

ACTION: CLERK

14.2 Non-DGPC Events: to note

14.2a SDC Family Fun Day: to note this is scheduled to take place at Dunton Green Recreation Ground on Wednesday 31st July (10.30am to 1.30pm) and to consider any additional provisions Noted. It was also noted that Millwall FC's community outreach will be attending all sessions over the four weeks of the Fun Days. DGPC will not be adding any additional activities nor providing refreshments but toilets in the changing rooms will be made available.

15. CORRESPONDENCE & COMMUNICATIONS

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

15.1a SDC [Email] – SDC Cultural Grants Programme (funded by UK Shared Prosperity Fund) launches 15/04/24

15.1b SDC [Email] – DHULC Community Ownership Fund Round 4

15.1c CPRE [Email] – Petition/campaign re affordable homes and 'broken housing model'
Clerk to forward the email for members to sign up to the campaign as they see fit.

ACTION: CLERK

15.1d Kent Beekeepers Association [Email] – Donation request (relating to Asian Hornet concerns)
Clerk to advise that a donation will be considered in October (but to also check that the donation is not time critical).

ACTION: CLERK

15.1e CPRE – Countryside Voices Spring/Summer 2024 newsletter

15.1f KALC [Email] – Health & Wellbeing Update (various workshops available)

15.1g Village Hall [Email] – Request for consideration of financial assistance for improvement of parking area

The Clerk had already requested that costs be provided so that the Parish Council can take an informed decision about supporting the village hall. In principle, the Parish Council is happy to consider a request.

15.1h SDSAF [Email] – March 2024 newsletter

15.1i SDC [Email] – DEFRA Community Green Spaces Fund

15.1 j SDC [Email] – News Release re Public Spaces Protection Order (Halstead, Badgers Mount road areas)

It was noted that the PSPO has been approved and hoped that this makes a positive impact on speeding vehicles in the area.

15.1k Resident [Email] – Concern about damage to grass verges in village green vicinity and request that some protection is put in place

The Clerk has asked the Grounds Maintenance team for ideas of how best to resolve this situation on the village green.

15.1l KCC [Email] – Consultation on revised validation and guidance requirements for planning applications determined by KCC (deadline 3rd May)

Clerk to forward the email for members to read the documentation and respond as they see fit.

ACTION: CLERK

15.2 Dunton Green News (newsletter): to note copy deadline (1st May) and articles provided

It was noted that members are working on articles, but they have to submit them.

ACTION: ALL

16. CO-OPTION

No applications for consideration.

17. DATE OF NEXT MEETING

17.1 May 14th, 2024 (7.30pm) – Dunton Green Pavilion

18. PUBLIC SESSION

None.

The meeting closed at 8.26pm.

Chairman_____

Date_____