



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

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

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

Apologies: Cllrs. England, Hersey, Clack (SDC), Wendy Jackson (Bookings & Facilities Assistant)

In attendance: Tracy Godden (Clerk), Cllr. Bayley (SDC)

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

02. CO-OPTION

No applications for consideration.

03. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 11th July 2023 as a true and accurate record.

04. REQUESTS FOR DISPENSATIONS

None.

05. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

06. GENERAL ADMINISTRATION

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

The Clerk has attended a 'Creating a Strategic Vision; webinar and is booked to attend a Finance Summit, a 'How to use Canva effectively' webinar and the KALC Clerks' Conference, all in September. Councillors were encouraged to consider attending any Planning training opportunities by the Chairman in order to be fully up to date with knowledge.

6.2 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Bayley confirmed that there was little by way of updates due to the summer recess. However, she would be meeting with Planning Officers in relation to the call for sites for the Local Plan and any sites that had been put forward for Dunton Green and Riverhead. Until that meeting takes place, she is not aware of the locations of any sites, if any. Cllr. Bayley commented that the Community Infrastructure Levy (CIL) Board will meet in November, with deadline for applications being this week. The CIL Board will meet in 2024 but no date has been set for that. £1.6 million has to be saved by SDC over the next year and so there will be some big discussions around services and cuts. There were no updates from Cllrs. Clack (SDC) and Chard (KCC).

6.3 Collaboration on .gov Domain Pilot: update on progress and to consider next steps

The Clerk confirmed that various meetings had taken place and that the project team had provided a list of potential domain providers (based on DGPC's requirements). The Clerk had asked Cllr. Copeland to take a look at the suggestions (for a second opinion) and advised that one in particular is known to some local clerks and is

recommended. The Clerk informed members that the Parish Council's current website host (HugoFox) will no longer offer their services for free (with effect from 4th October), and a range of paid packages is being offered. It was Resolved that in order to move ahead, a package should be chosen that maintains the status quo but which has the potential to be cancelled within six months. The Clerk will establish what is possible on these terms.

ACTION: CLERK

6.4 Parish Council Annual Insurance Renewal: to consider renewal quotations

It was Resolved to accept a renewal quotation from Hiscox at a premium of £5319.68 and to continue with payments by monthly direct debit. The renewal is increased versus the 2022/23 premium (with additions to the policy and a small year on year increase).

ACTION: Clerk

07. DGPC REPRESENTATIVES – EXTERNAL BODIES

7.1 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 or coming up (the KALC Sevenoaks Area Committee for September having been cancelled).

08. CLERK'S REPORT

Quarterly Safety Inspections (Play Equipment)

Safeplay has successfully carried out inspections over the last year and the annual contract is scheduled for renewal. The Clerk confirmed that the reports received are more detailed and useful than previous ones and that the maintenance or repair of equipment has been much more prompt. The recommendation is to stay with Safeplay for another year at a cost £608 for quarterly site visits and reports. It was Resolved to re-instruct Safeplay.

ACTION: CLERK

Conclusion of Annual Governance & Accountability Audit 2022-23

The Clerk had informed the Council outside of the meeting that the AGAR had been signed off by the new External Auditors (Mazars). The conclusion of the audit of the Annual Governance & Accountability Return (AGAR) 2022-23 was considered. There were no comments from the external auditor and the Clerk was congratulated on the successful conclusion.

UK Shared Prosperity Fund Application

The Clerk has submitted an application form to SDC for £4000 of funding which could be put towards various projects across the village (signage, additional hanging basket poles, etc). Cllrs. Clack and Bayley have indicated their support for the application.

Litter Picking

A Ryewood resident who routinely litter picks in their area has offered to run some community litter pick events, to help improve the village and also to socialise with more people.

It was Resolved that litter pick equipment could be provided by DGPC, along with help advertising timings etc.

ACTION: CLERK

Pavilion Issues over the Summer

The Clerk wanted to make Members aware of some issues that have occurred over the summer, and which have caused issues or impacts.

1. The Heat Ventilation System Fan being left on by hirers. This severely impacts the electricity usage at the Pavilion whenever this is done. Often this happens at weekends and is then days before a member of staff can attend to it. Steps have been taken to try to get the cleaner to check this (to limit the impact), but the Clerk and the Bookings & Facilities Assistant are considering what else can be done to help alleviate this issue.

It was suggested that it might be possible to set a timer. Not to switch the units on but so that they can't be activated before or after a certain time. At least if they were left on, they would cut off at, say 10pm. Clerk to follow up.

ACTION: CLERK

2. Windows left open. There have been some incidents where the windows have been opened and blinds used but hirers have then left the building leaving the blinds down and the windows open.

3. Rear door left wide open. This inconvenienced another hirer who could not set an alarm, not to mention left the building completely insecure at the rear. That hirer then contacted both the Clerk and the BFA, the BFA making a special journey to the Pavilion to check on things. All because the hirer with access to the rear of the building is not properly checking the facilities before they leave. This has been raised with them.

Road Safety Week

This has been advertised in Dunton Green News and the Clerk will aim to do some social media posts around this at the time, to hopefully raise some interest in the Community Speedwatch scheme.

09. COMMUNITY DEVELOPMENT & SAFETY

9.1 Anti-Social Behaviour – to note or consider any issues brought to the attention of the Parish Council (including Local Police Newsletter)

There has been some ASB around the village over the summer, much of littering. The Local Police newsletter seems very much to focus on the towns and despite issues in Dunton Green there has been no mention of this in those updates. It was noted again that there needs to be more and working CCTV at the station and its environs, following on from a spate of criminal damage there.

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

Senior activities have resumed after the summer and the Lunch Club volunteers will be applying for funding for Christmas activities (to be considered in October). Mini tennis for younger residents has been well received over the summer. There are no firm plans yet for any autumn activities, but it was Resolved that the Parish Council will fund activities at the same hourly rate and that arrangements should be made with Keir Wilson.

ACTION: CLERK

10. FINANCE

10.1 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 31st July and 31st August), and it was Resolved that they be accepted. A Parish Councillor will verify all the bank balances stated on the reconciliations against the bank / investment statements.

BANK RECONCILIATION TO END 31/07/2023

Description	Value £	Value £
Cash in hand 01/04/2023		£117,495.28
ADD Receipts 01/04/2023 – 31/07/2023		£195,283.52
TOTAL		£312,778.80
SUBTRACT		
Payments 01/04/2023 – 31/07/2023		£60,336.09
A: Cash in hand 31/07/2023		£252,442.71
Cash in hand per Bank Statements		
NatWest Reserve 31/07/2023	£160,473.50	
NatWest Current 31/07/2023	£10,392.74	
CCLA Public Sector Deposit 31/07/2023	£41,576.47	
CCLA Local Authorities Property Fund 31/03/2023	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£252,442.71
Less unpresented cheques		£0.00
TOTAL		£252,442.71
Plus unpresented receipts		£0.00
B: Adjusted Bank Balance		£252,442.71

BANK RECONCILIATION TO END 31/08/2023

Description	Value £	Value £
Cash in hand 01/04/2023		£117,495.28
ADD Receipts 01/04/2023 – 31/08/2023		£197,591.17
TOTAL		£315,086.45
SUBTRACT		
Payments 01/04/2023 – 31/08/2023		£69,447.86
A: Cash in hand 31/08/2023		£245,638.59
Cash in hand per Bank Statements		
NatWest Reserve 31/08/2023	£155,663.14	
NatWest Current 31/08/2023	£8,226.79	
CCLA Public Sector Deposit 31/08/2023	£41,748.66	
CCLA Local Authorities Property Fund 31/03/2023	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£245,638.59
Less unrepresented cheques		£0.00
TOTAL		£245,638.59
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£245,638.59

11. ACCOUNTS FOR PAYMENT

11.1 It was resolved to note expenditure for July and August to approve items for payment in September. 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 £
July Payments (reported at July 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>			
DEBIT CARD	<i>Lebara Mobile</i>	<i>4.95</i>	<i>0.00</i>	<i>4.95</i>
	<i>SIM Only mobile contract</i>			
DD	<i>Hiscox</i>	<i>446.37</i>	<i>0.00</i>	<i>446.37</i>
	<i>Annual Insurance Premium Monthly Payment</i>			
BANK TFR	<i>SPY Alarms</i>	<i>306.00</i>	<i>61.20</i>	<i>367.20</i>
	<i>CCTV Maintenance (replacement camera)</i>			
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd)</i>	<i>851.88</i>	<i>170.38</i>	<i>1022.26</i>
	<i>Pavilion cleaning, jet washing June 2023</i>			
BANK TFR	<i>Value Products Ltd (SafetySigns4Less)</i>	<i>34.54</i>	<i>6.90</i>	<i>41.44</i>
	<i>Fire exit & fire assembly point signs</i>			
BANK TFR	<i>Gardens of England</i>	<i>3680.50</i>	<i>0.00</i>	<i>3680.50</i>
	<i>Grounds Maintenance June 2023</i>			
BANK TFR	<i>Safeplay Playground Services Ltd</i>	<i>718.00</i>	<i>143.60</i>	<i>861.60</i>
	<i>Play equipment Maintenance - various repairs</i>			
BANK TFR	<i>Safeplay Playground Services Ltd</i>	<i>179.80</i>	<i>35.96</i>	<i>215.76</i>
	<i>Play equipment Maintenance - climber repair</i>			
BANK TFRS	<i>Staff Salaries & Expenses</i>	<i>2887.99</i>	<i>0.00</i>	<i>2887.99</i>
	<i>July 2023</i>			
DD	<i>British Gas Pavilion Gas June/July 23</i>	<i>62.99</i>	<i>3.14</i>	<i>66.13</i>
BANK TFR	<i>KCC (KCS)</i>	<i>62.21</i>	<i>12.44</i>	<i>74.65</i>
	<i>Photocopier</i>			
DD	<i>Peoples Partnership (Pension)</i>	<i>283.50</i>	<i>0.00</i>	<i>283.50</i>
BANK TFR	<i>SDC</i>	<i>104.00</i>	<i>20.80</i>	<i>124.80</i>
	<i>Litter Bin emptying/Litter Picking</i>			
BANK TFR	<i>SDC</i>	<i>304.20</i>	<i>60.84</i>	<i>365.04</i>

	Dog Bin emptying			
BANK TFR	Cube Plumbing & Heating Ltd Visit to fix leak in ladies WC	60.00	12.00	72.00
BANK TFR	Mr K Wilson Mini Tennis 6-week summer course	330.00	0.00	330.00
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60
DEBIT CARD	Amazon Pavilion Supplies (Paper towels)	30.09	6.01	36.10
DD	E.On Next Pavilion Electricity June 2023	236.03	47.21	283.24
DD	EE SIM Only mobile contract	10.31	2.06	12.37
DD	Npower (was E.ON) Unmetered Electricity Supply	69.26	3.46	72.72
BANK TFR	SPY Alarms Fire Alarm Maintenance (call out)	70.00	14.00	84.00
DEBIT CARD	Amazon Pavilion Supplies (Additional Paper towels)	31.67	6.33	38.00
DEBIT CARD	Amazon Office Supplies (laminating pouches)/Age UK supplies	52.58	9.24	61.82
DD	Smartest Energy Ltd Pavilion Electricity (New Supplier) – Budget Plan	1002.50	200.50	1203.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing July 2023	851.88	170.38	1022.26
BANK TFR	Getting IT Working IT Support July 2023	150.00	0.00	150.00
DEBIT CARD	Lebara Mobile SIM Only mobile contract	4.95	0.00	4.95
BANK TFR	Gardens of England Grounds Maintenance July 2023	3219.50	0.00	3219.50
DD	Shred Station Confidential Waste Disposal Service (May/Jun23)	83.86	16.78	100.64
DD	Onecom Ltd Broadband & Telephone	88.25	17.65	105.90
August Payments to date				
DEBIT CARD	Amazon Age UK supplies (teabags)	4.00	0.00	4.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DD	Hiscox Annual Insurance Premium Monthly Payment	446.37	0.00	446.37
DD	British Gas Pavilion Gas June/July 23	31.43	1.57	33.00
BANK TFRS	Staff Salaries & Expenses August 2023	2753.10	0.00	2753.10
DEBIT CARD	Amazon Pavilion Supplies	134.68	20.94	155.62
DEBIT CARD	Amazon Office Supplies	16.22	3.24	19.46
BANK TFR	Sam Rogers Treecare Sycamore tree reduction (Longford Meadow)	480.00	96.00	576.00
BANK TFR	First Rescue (Defib Warehouse) New Heated Defib Cabinet (Village Hall)	440.00	88.00	528.00
DD	Peoples Partnership (Pension)	259.76	0.00	259.76

DEBIT CARD	Able Electrical Ltd Replacement Kitchen Shutter UPS	166.67	33.33	200.00
DD	SAGE UK Ltd Payroll software	8.00	1.60	9.60
DD	Npower (was E.ON) Unmetered Electricity Supply	71.15	3.56	74.71
DD	E.On Next Pavilion Electricity	417.81	83.56	501.37
DEBIT CARD	Amazon Pavilion Supplies	4.92	0.98	5.90
DD	EE SIM Only mobile contract	10.31	2.06	12.37
DEBIT CARD	Able Electrical Ltd Emergency Light Test	166.67	33.33	200.00
DEBIT CARD	Able Electrical Ltd Village Hall fitting of replacement defib cabinet	75.00	15.00	90.00
DEBIT CARD	Able Electrical Ltd Miners Arms New Installation of defib cabinet	170.83	34.17	205.00
BANK TFR	Phoenix Medical Services Ltd First Aid Event Cover (Fireworks 2023)	288.00	0.00	288.00
BANK TFR	Sally Jolly DG News Autumn Edition Printing	1186.00	0.00	1186.00
BANK TFR	Safeplay Playground Services Ltd Operational Inspection and report	152.00	30.40	182.40
DD	Smartest Energy Ltd Pavilion Electricity (New Supplier) – Budget Plan	1002.50	200.50	1203.00
DEBIT CARD	Lebara Mobile SIM Only mobile contract	4.95	0.00	4.95
DD	Shred Station Confidential Waste Disposal Service (July)	41.93	8.39	50.32
DD	Onecom Ltd Broadband & Telephone	88.50	17.70	106.20
September 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	446.37	0.00	446.37
BANK TFR	KCC (KCS) Photocopier	82.52	16.50	99.02
BANK TFR	Last Minute Music Booking Deposit for Fireworks Event entertainer	88.67	17.33	104.00
BANK TFR	Getting IT Working IT Support August 2023	150.00	0.00	150.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing August 2023	962.08	192.42	1154.50
BANK TFR	Gardens of England Grounds Maintenance August 2023	3883.25	0.00	3883.25
BANK TFR	Tatsfield Aquatics Ltd Supply & installation of kissing gate fencing	1876.00	375.20	2251.20
BANK TFR	Ciro Castello Fireworks Event entertainer (Bal direct to artist)	285.00	0.00	285.00
DEBIT CARD	Able Electrical Ltd Electrical Installation Conditional Report plus remedials	10833.33	216.67	1300.00
BANK TFR	SDC Saturday Freighter July 23	170.42	34.08	204.50

DEBIT CARD	Amazon Glowsticks for Fireworks Event	33.29	6.67	39.96
BANK TFRS	Staff Salaries & Expenses September 2023	3047.85	0.00	3047.85
September Payments (expected but unconfirmed/not yet paid)				
	Not reported			

ACTION: CLERK

12. PLANNING

12.1 CURRENT PLANNING To ratify comments submitted to SDC between meetings.

It was Resolved to Ratify all of the following recommendations:

12.1a 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

Recommendation: Support (with comments).

In principle, and on balance, the Parish Council supports the redevelopment of brownfield over greenfield sites. This development will be a relatively modest increase in residents (40-80?) and that probably negates most of the following primary concerns that the Parish Council has about this site:

1. Ability of local infrastructure - healthcare, schools, transport, utilities, etc - to support an increased number of residents
2. Traffic generation - primarily during construction, but secondarily by the increased flow of cars in/out of the narrow access point

12.1b Planning Application 23/01942/HOUSE

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

Recommendation: Objection (with comments).

In principle the Parish Council does not support development of Green Belt sites.

Whilst the Parish Council welcomes the provision of new off-street parking, there is some confusion over the claim that there is currently no parking on site (in the application form) when PL03 clearly show a vehicle on site on the 'existing block plan'? There is no 'Planning Statement' to view online (referenced as provided in the application form)?

There are also concerns that the property may have been extended previously and whether or not this proposal then exceeds what is the limit of an acceptable increase on the footprint of the original house (something that DGPC expects SDC to clarify).

12.1c 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.

Recommendation: Comments Only.

In principle the Parish Council does not support development of Green Belt sites. There are also concerns that the proposal may exceed what is the limit of an acceptable increase on the footprint of the original house (something that DGPC expects SDC to consider and clarify).

12.1d Planning Application 23/01544/HOUSE AMENDED

Location: Pounsley Studio Pounsley Road

Development: Single storey detached garage

Recommendation: Objection (and withdrawal of previous comments)

The Parish Council is now aware that this proposal lies within the Green Belt and would result in a significant uplift to the size of the original dwelling.

The Parish Council understands that the proposed extension is within 5 metres of the dwelling and therefore counts as an extension under GB1. The "original" dwelling has previously already been extended and, if granted, the total percentage uplift of the property would be 133%. The proposed development is to the front of the original building, and so breaches GB1b. The proposal would result in a loss of green infrastructure and open space and would have an unacceptable impact on the character of the area.

The proposal would result in a large disproportionate extension harming the Green Belt, character of the dwelling and the street scene. A smaller alteration to the existing build could solve the requirements of the applicant.

12.1e Planning Application 23/02205/HOUSE

Location: Waterside 13 Mill Road

Development: Proposed loft conversion with dormer window to rear elevation and 3 No rooflight windows to front elevation.

Recommendation: Support

12.1f Planning Application 23/02100/HOUSE

Location: Pounsley House Pounsley Road

Development: Single storey rear and side replacement extensions and roof extensions 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. Rooflights.

Recommendation: Objection (with comments)

In principle the Parish Council does not support development of Green Belt sites.

The Parish Council acknowledges the significant reduction in the size of the proposed annex outbuilding when compared to the previous (withdrawn) application (23/00459/HOUSE) and welcomes this change.

This new application focusses heavily on the changes made in regard to the proposed outbuilding(s). However, with regard to the dwellinghouse, the proposition is the same as the earlier application. On this basis, if the extensions exceed the dimensions that could be permitted in Green Belt, then the Parish Council would expect SDC to refuse planning permission. If the proposed alterations to the existing dwellinghouse do not exceed the proportions permitted within the Green Belt, the Parish Council has no comments to make. Whether the extensions meet the permitted criteria will be assessed by SDC.

The Parish Council would like some clarification with regard to trees on the site. The site plans indicate a loss of trees (there are a number marked on an 'existing' plan but not on the proposed site plan) and yet the application form states no trees are to be affected by the proposal?

12.2 CURRENT PLANNING To consider the applications and to resolve to agree recommendations.**12.2a Planning Application 23/02473/MMA ADJOINING PARISH**

Location: Sevenoaks Wildlife Reserve Bradbourne Vale Road

Development: Amendment to 21/01480/FUL

Recommendation: Support Sevenoaks Town Council comments (Support)– Resolved

ACTION: CLERK

12.3 PLANNING NOTIFICATIONS To note the decisions from SDC or the Planning Inspectorate.**12.3a Planning Application 23/01567/HOUSE**

Location: 1 Days Cottages Station Road

Development: Demolition of existing detached garage. Construction of two storey side extension.

GRANT OF PLANNING PERMISSION: Subject to conditions

12.3b Planning Application 23/01914/WTPO

Location: Fort Halstead Crow Drive Halstead Road

Development: T1: Large lime tree overall crown reduction up to 3m. Thin by 10%. Remove epicormic growth up to crown break. T2: Cherry tree felling to ground level.

FOR INFORMATION ONLY

12.3c Planning Application 23/01672/HOUSE

Location: 12 Mill Road

Development: Conversion of existing garage into an entrance lobby, Demolition of the existing extension to create a new extension. Internal alterations.

GRANT OF PLANNING PERMISSION: Subject to conditions

12.3d Planning Application 23/01544/HOUSE AMENDED

Location: Pounsley Studio Pounsley Road

Development: Single storey detached garage

AMENDMENT: The planning statement and covering letter has been made public. It includes further details in relation to the proposed application.

12.3e Planning Application 23/01544/HOUSE

Location: Pounsley Studio Pounsley Road

Development: Single storey detached garage

REFUSAL OF PLANNING PERMISSION

It was noted that an increasing number of Planning Appeals are being allowed across the District. This is sometimes at significant cost to the District Council. An example in Sevenoaks is the Oakhill Road development (the old Berkeley Homes office site, now proposed for apartments) that was refused by SDC but has recently been allowed by the Planning Inspector.

Cllr. Bayley leaves the meeting.

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Recreation Ground – to note boundary fencing renewal completed (by kissing gate)

Noted.

13.2 Play Equipment: to receive an update and consider quotations

Members considered quotations for potential replacement items of outdoor gym equipment. The quotations had been provided on the basis that only one item would be chosen. It was Resolved that the Double Rower be installed and that the Clerk should get a revised quote for the supply and installation of that plus the Double Sit Up Bench and if a suitable discount was offered that both items should be installed.

ACTION: CLERK/BFA

A quotation had been received for replacement of the play goal fencing. However, the cost for the removal of the existing chain-link and concrete seemed high. It was suggested that Hockings be approached to see if they could quote to remove that. The fencing work could then potentially be requoted.

ACTION: CLERK/BFA

13.3 Dunton Green Signage – project update

Details of locations and suggested designs will be sent to contractor, with the expectation that work can be completed in October.

ACTION: CLERK

13.4 Dunton Green Book Exchange: to consider whether to reinstate in the Pavilion (or elsewhere)

Members discussed the matter and considered various scenarios. It was Resolved to retry the book exchange, possibly having a locked unit at the front of the Pavilion to be unlocked when staff arrive and locked when staff leave. Clerk to investigate lockable cupboard options.

ACTION: CLERK

13.5 Defibrillators: to note damage at the village hall and status of installation at The Miners Arms

It was noted that following the damage to the defibrillator cabinet at the village hall, a new cabinet had been purchased and installed. A fifth new defibrillator and cabinet had been purchased and installed on the outside wall of The Miners Arms. The Parish Council is grateful for the pub having permitted its installation to extend the area covered by Publicly Accessible Defibrillators across the village.

13.6 UK Power Networks (UKPN) Quotation for Village Green

The Clerk confirmed that she had met with UKPN on site at the village green to discuss the requirements for stand alone electricity cabinets which could be used to power lighting and events going forward. The Clerk had provided Members with the quotation information ahead of the meeting. UKPN had provided various quotations setting out the work that they must do and the work that could be undertaken by a third-party contractor (which they had also indicated would likely be cheaper if not carried out by UKPN). The Clerk had previously spoken with the Parish Council's street lighting contractor as they are known to have completed similar projects with other local councils. However, they would not be able to quote until October. It was also noted that works would not be completed for Christmas 2023 and so alternatives for this year will need to be considered.

It was Resolved that if the third-party contractor's quotation is such that the overall cost of the project will be less than UKPN's most expensive scenario (£23,675), then the Clerk is permitted to instruct UKPN and the contractor so that the project can be formally started.

ACTION: CLERK

14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

14.1 Highways Improvement Plan (HIP): to review KCC's comments and consider next steps

Members had been provided with the KCC feedback to the HIP that had been submitted in the summer. The Clerk would return to the SID scheme project and adjust, taking on board comments when this was last looked at by KCC. All other requests regarding reductions to speed limits and additional signage had been vetoed by KCC, which was hugely disappointing. The Clerk was asked to find out about the A25 average speed camera trial as there had previously been indications that something similar could be trialled in Dunton Green.

ACTION: CLERK

14.2 Star Hill Road - Closure

It was noted that Star Hill Road is planned to be closed between 008.00 and 16.00 hours on 15th October to enable works by Openreach. There will be diversions in place.

15. EVENTS

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

15.1a Annual Fireworks event (30th September) – to include discussion re donations

It was Resolved that all donations received on the night will be given to the Education in Full Charity which helps children at Dunton Green Primary School. Trustees of the Charity will be helping on the night.

A card reader will be used if people wish to donate but do not have cash. The Clerk advised that there would need to be a way to evidence what had been donated on the night and what is then transferred to the Parish Council.

ACTION: CLERK/PL

The event is taking shape, thanks to Cllrs. Parker and Gomes-Chodyniewski (the latter being the main point of contact through the day, with Cllr. Parker attending in the evening).

15.1b Remembrance Sunday (12th November) – to include consideration of correspondence from Kent Police

Members noted an email sent by Kent Police regarding notifying them of the event in advance. The Clerk will make contact but there is no expectation that the main road can be closed to accommodate a parade.

ACTION: CLERK

Cllrs. Parker and Lockey will review the service for the day (the Clerk will provide the template for the service so that it can be updated).

ACTION: CLERK/DP/PL

15.1c Christmas Event (15th December) – to include decisions re scope of event

It was noted that a step ladder/platform would be a sensible piece of kit for the Parish Council to acquire if members are needed to install Christmas lighting. Pricing and options would be obtained for the October meeting. It was also suggested that perhaps the Parish Council could pay accompany to put up any lights this year and going forward. Clerk to investigate options.

ACTION: CLERK

16. CORRESPONDENCE

16.1 Members considered or noted correspondence received since the July 2023 meeting

- 16.1a KCC Kent Mineral Sites Plan – Second Call for Sites (deadline 12th October)
- 16.1b Resident [Email] – Speeding Traffic
- 16.1c Resident [Email] – Play equipment concern
- 16.1d CPRE [Email] – Campaigns Update
- 16.1e Resident [Email] – Lennard Road/Station Approach footpath issues
- 16.1f Resident [Email] – Lennard Road/Station Approach footpath issues
- 16.1g Resident [Email] – Mill Road complaint about contractor noise
- 16.1h KALC [Email] – KALC Newsletter August 2023
- 16.1i Sevenoaks Samaritans [Email] – Supporters Update
- 16.1j Local Business [Email] – Request re enclosed dog field (potential sites)
- 16.1k Resident [Email] – Compliments regarding hanging baskets/planters
- 16.1l Resident [Email] – Compliments regarding hanging baskets/planters
- 16.1m Victim Support [Email] – Beyond Crime newsletter Summer edition
- 16.1n KCC [Email] – Kent Community Warden Service consultation (to 3rd Oct)
- 16.1o KCC [Email] – Kent County Council Local Transport Plan consultation
- 16.1p KCC [Email] – KALC AGM (18/11/23) motions to be submitted by 22/09

17. CO-OPTION

To co-opt additional members of the Council if applications have been submitted for the two current vacancies (and applicants have attended a meeting).

A candidate had been expected but had not attended the meeting.

18. DATE OF NEXT MEETING

18.1 October 10th, 2023 (7.30pm) – Dunton Green Pavilion

19. PUBLIC SESSION

None.

The meeting closed at 9.20pm.