



## MINUTES of a Meeting held virtually on Tuesday 8<sup>th</sup> December 2020 at 7.30pm

*Due to HM Government's measures for Covid-19, the Parish Council met virtually via Zoom, a conferencing platform.*

### 00. PUBLIC SESSION

None.

### 01. PRESENT / APOLOGIES

Present: Cllrs. England, Lockey, Copeland, Parker, Lapham, Norton, Carrol, Hersey

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

In attendance: Tracy Godden (Clerk)

### 02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 10th November 2020 were approved as a true record.

Proposed – Cllr. Lockey, Seconded – Cllr. Parker and Agreed.

### 03. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

### 04. GENERAL ADMINISTRATION

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

None.

#### 4.2 .Training (Councillor and Staff)

The Clerk had attended (virtually) the following:

11/11/20 SLCC Webinar Charitable Trusts (Part 1)

17/11/20 SLCC Webinar Creating accessible Word & PDF documents

18/11/20 SLCC Webinar Charitable Trusts (Part 2)

### 05. DGPC REPRESENTATIVES – EXTERNAL BODIES

#### 5.1 Feedback from any meetings attended by DGPC's representatives on external bodies

Cllr. England had attended a meeting of the KALC Sevenoaks Area Committee (SAC). A proposed Parish Charter (to establish 'ground rules' for working in partnership with SDC) had been expected to be discussed but this was deferred to a future meeting. In the meantime, the Clerk would forward a copy of the proposed document to all members for consideration and comment (the Clerk & Chairman having reviewed the document expecting the feedback to be given at the December meeting of the SAC).

#### **ACTION: CLERK**

#### 5.2 Meetings due to be attended

Donnington Hall Management Committee AGM 17/12/20 at 7.30pm via Zoom.

## 06. COVID-19

### 6.1 To note any updates to procedures and regulations affecting DGPC assets

Lockdown 2 ended on 2<sup>nd</sup> December with Kent then being placed immediately into Tier 3. Under Tier 3 (Very High Alert) restrictions it is still possible for the Pavilion to re-open to some hirers (those with classes/sessions for U18s; all indoor activities that might usually be available for adults at the Pavilion remain strictly off limits). To this end, the Pavilion has re-opened for two hirers (sessions on 4 days of the week) and the cleaning schedule has been re-introduced. The Pavilion will then be closed to all for a period of two weeks, effective from Monday 21<sup>st</sup> December until the building re-opens to hirers on Monday 4<sup>th</sup> January. All hirers (including those who access the changing room toilet only) have been advised that they must not enter the building during that period. Cleaning will be reintroduced to ensure that the building may re-open on time on January. It was noted that Dunton Green FC have been advised that, for now, the league that they play in will not restart so there are no scheduled games between now and the end of the year as a minimum.

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

Nothing to report not already covered under agenda items.

## 08. COMMUNITY DEVELOPMENT & SAFETY

### 8.1 Anti-Social Behaviour – to note any issues

It was noted that there had been a marked increase in broken glass being found at the recreation ground, predominantly in the courts. This has been reported to the CSU and PCSOs and councillors were asked to keep an eye on the area over the coming weeks. The bottles are alcohol – lager and spirits. It was suggested that the Clerk might write to local sellers of alcohol to encourage vigilance with sales to potentially underage drinkers, to help assist with this issue. The Clerk would send out a letter asking for such support and would advise the PCSOs that this has been done.

#### **ACTION: CLERK**

It was also noted that there has been another change to the districts PCSO allocations. Following feedback from PCSOs and from parishes there has been return to smaller patches in some instances. For Dunton Green, this is an improvement because the village is no longer included in the large area that also included Sevenoaks Town. PCSO Sue Harwood remains attached to the Dunton Green area and is joined by a new PCSO (Hannah Rainbow) who must shadow fellow officers until her training is completed in January/February.

## 09. FINANCE

### 9.1 Bank Reconciliation

A bank reconciliation to 30<sup>th</sup> November 2020 was presented by the Clerk and it was Resolved that it be accepted. The Chairman confirmed that she would verify all the bank balances stated on the reconciliations against the bank / investment statements when it was safe and appropriate to do so at the office.

#### **ACTION: CLERK**

#### **ACTION: FE**

#### **BANK RECONCILIATION TO END 30/11/2020**

<b>Description</b>	<b>Value £</b>	<b>Value £</b>
<b>Cash in hand 01/04/2020</b>		<b>£120,615.58</b>
ADD Receipts 01/04/2020 – 30/11/2020		£169,974.46
TOTAL		£290,590.04
SUBTRACT		
Payments 01/04/2020 – 30/11/2020		£107,542.73
<b>A: Cash in hand 30/11/2020</b>		<b>£183,047.31</b>
Cash in hand per Bank Statements		

NatWest Reserve 30/11/2020	£92,867.65	
NatWest Current 30/11/2020	£9,985.45	
CCLA Public Sector Deposit Fund 31/10/2020	£40,194.21	
CCLA Local Authorities Property Fund 31/03/2020	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£183,047.31</b>
Less unrepresented cheques		£0.00
TOTAL		£183,047.31
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£183,047.31</b>

## 9.2 Budget setting process: to consider the draft Budget recommendations for 2021/22 with a view to approving them

There was some discussion around the budget, but no further changes were requested or suggested. It was Proposed – Cllr. Carrol, Seconded – Cllr. Lockey and Agreed that the Budget for 2021/22 be accepted and approved.

**ACTION: CLERK**

## 9.3 To discuss and agree the Precept level for 2021/22

The Clerk had provided members with some preliminary information around the Precept and detailing money in earmarked reserves that could be spent to implement a number of projects and items identified in the budget process. However, SDC had not yet released the Tax Base figure for 2021/22 (citing other work taking higher priority and warning that the impact of Covid was likely to result in a reduction in Tax Base across the district (barring all other influencing factors at parish level)). The Clerk would prepare a document for discussion at the January meeting as soon as the Tax Base figures had been confirmed.

**ACTION: CLERK**

# 10. ACCOUNTS FOR PAYMENT

## 10.1 List of payments for approval

It was Proposed – Cllr. Lapham, Seconded – Cllr. Norton 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 <i>italics</i>)</b>				
<b>BANK TFR</b>	<i>Getting-IT-Working IT Support October 2020</i>	150.00	0.00	150.00
<b>BANK TFR</b>	<i>Carrington Electrical Call out re MUGA lighting (and temp fix)</i>	180.00	36.00	216.00
<b>BANK TFR</b>	<i>Staff Salaries &amp; Expenses November 2020</i>	2325.47	0.00	2325.47
<b>DEBIT CARD</b>	<i>Adobe Systems Software Adobe Acrobat subscription</i>	12.64	0.00	12.64
<b>DD</b>	<i>Virgin Mobile Phone contract</i>	7.00	1.40	8.40
<b>DD</b>	<i>SAGE UK Ltd Payroll software</i>	7.00	1.40	8.40
<b>DD</b>	<i>B&amp;CE HSM Ltd (The People's Pension)</i>	288.85	0.00	288.85
<b>BANK TFR</b>	<i>Castle Water Pavilion Water/Waste Water 2015-2020 inclusive</i>	1349.24	0.00	1349.24
<b>DD</b>	<i>E.On (Unmetered Supply) October 2020</i>	80.83	4.04	84.87
<b>DD</b>	<i>British Gas Pavilion Gas October 2020</i>	153.01	7.65	160.66
<b>DD</b>	<i>E.On (Pavilion Electricity) October 2020</i>	417.08	83.42	500.65

<b>DEBIT CARD</b>	Dropbox Dropbox Plus subscription 9to06/11/21)	79.90	15.98	95.88
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning Oct 2020	697.12	139.42	836.54
<b>BANK TFR</b>	Cube Plumbing & Heating Ltd Annual gas safety and service contract to Nov 2021	1009.00	201.80	1210.80
<b>BANK TFR</b>	Cube Plumbing & Heating Ltd Fit new PRV on cold water main	120.00	24.00	144.00
<b>BANK TFR</b>	Dunton Green Social Club Overflow car parking facilities (2019 & 2020)	200.00	0.00	200.00
<b>DD</b>	EE Mobile phone contract	8.17	1.63	9.80
<b>DD</b>	Onecom Ltd Broadband & Telephone	65.71	13.14	78.85
<b>DD</b>	Shred Station Confidential Waste Collection October 2020	31.00	6.20	37.20
<b>DD</b>	E.On (Pavilion Electricity) Oct 2020	417.21	83.44	500.65
<b>DD</b>	British Gas Pavilion Gas Oct 2020	153.01	7.65	160.66
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning Nov 2020; window cleaning and jet washing (Oct & Nov)	390.29	78.06	468.35
<b>BANK TFR</b>	Gardens of England Grounds Maintenance Nov 2020 (inc. tree planting)	740.00	0.00	740.00
<b>BANK TFR</b>	Teambase Office and pavilion supplies	74.66	14.93	89.59
<b>BANK TFR</b>	Chris Knott Insurance Allotment Insurance Renewal (2021)	62.00	0.00	62.00
<b>BANK TFR</b>	The Play Inspection Company Ltd Annual H&S Inspection	60.00	12.00	72.00
<b>December Payments to date</b>				
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat subscription	12.64	0.00	12.64
<b>BANK TFR</b>	The National Society of Allotment & Leisure Gardeners Ltd National Allotment Society annual subscription	30.00	0.00	30.00
<b>BANK TFR</b>	Getting-IT-Working IT Support November 2020	150.00	0.00	150.00
<b>BANK TFR</b>	Society of Local Council Clerks (SLCC) Clerk's Annual Membership subscription 2021	234.00	0.00	234.00
<b>BANK TFR</b>	Staff Salaries & Expenses December 2020	2483.44	0.00	2483.44
<b>BANK TFR</b>	KCC (KCS) Photocopier leasing (to 02/21) and copy charges	160.08	32.02	192.10
<b>BANK TFR</b>	HMRC Quarter 3 2020/21 PAYE Tax & NI Payment	3338.60	0.00	3338.60
<b>December Payments (expected but unconfirmed/not yet paid as at 08/12/20)</b>				
<b>DD</b>	Virgin Mobile Phone contract	7.00	1.40	8.40
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	311.42	0.00	311.42
<b>DD</b>	E.On (Unmetered Supply) November 2020	78.22	3.91	82.13
<b>DD</b>	British Gas Pavilion Gas November 2020	151.46	30.29	181.75
<b>DD</b>	E.On (Pavilion Electricity) November 2020	218.68	43.74	262.42
<b>DD</b>	EE Mobile phone contract			
<b>DD</b>	Onecom Ltd Broadband & Telephone			
<b>DD</b>	Shred Station	31.00	6.20	37.20

**ACTION: CLERK****11. PLANNING**

**11.1 CURRENT PLANNING** To ratify comments submitted to SDC between meetings.

**11.1a Planning Application 20/03074/LBCALT**

Location: Building Q14 DRA Fort Halstead Crow Drive Halstead

Development: Refurbishment of Q14 including external alterations to Q14, creation of a new entrances, connection into a glazed atrium, a new external staircase, replacement of windows and doors, installation of a lift, demolition of plant room and associated works. Internal alterations including removal of W.Cs and suspended ceiling, creation of walls, replacement of doors and associated works.

Recommendation: Object. Comments: Why this application is being submitted as a separate entity at all when the hybrid application (that it is seemingly a part of) has yet to be decided upon? It is not appropriate to consider this application in isolation when an application for this building is already included in a much larger application that has yet to be determined.

It was Proposed – Cllr. Carrol, Seconded – Cllr. Norton and Agreed that the comments be ratified.

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

**11.2a Planning Application 20/03286/FUL (Adjoining Parish Consultation)**

Location: Land South of 19 Mount Close Sevenoaks

Development: Erection of a new dwelling

Recommendation: No Comment. DGPC supports any comments made by Sevenoaks Town Council and Riverhead Parish Council in relation to this application. Proposed – Cllr. England, Seconded – Cllr. Norton and Agreed.

**ACTION: CLERK****11.2b Planning Application 20/03361/CONVAR**

Location: Broughton Cottage Day Nursery London Road

Development: Variation of condition 7 (to allow 37 children on site at any one time) of 02/01750/FUL an increase of 15 (to 52)

Recommendation: Support (assuming that such a change will be respected with regard to Early Years Foundation Scheme regulations in regard to staff/child ratios). Proposed – Cllr. Lockey, Seconded – Cllr. Norton and Agreed.

**ACTION: CLERK****11.2c Planning Application 20/03405/HOUSE**

Location: 1 Vicarage Lane

Development: Two storey rear / side extension

Recommendation: Support. Proposed – Cllr. Hersey, Seconded – Cllr. Carrol and Agreed.

**ACTION: CLERK****11.2d Planning Application 20/03298/LBCALT**

Location: Broughton Lodge London Road

Development: Repair existing slate roof on historical core of house, carefully remove existing slate roof and reinstate. Replace existing lead detail with new to match exactly the design and remove existing chimney stack and fireplace in the 1970's extension

Recommendation: No comment. It looks as if the work has been completed. Resolved.

**ACTION: CLERK****11.2e Planning Application 20/03417/HOUSE**

Location: 10 London Road

Development: Demolition of single storey rear extension and building of a two-storey extension to the rear of the property

Recommendation: Support. Proposed – Cllr. Lapham, Seconded – Cllr. Carrol and Agreed.

**ACTION: CLERK**

### 11.3 PLANNING NOTIFICATIONS It was resolved to note the decisions from SDC or the Planning Inspectorate.

#### 11.3a Planning Application 20/02664/HOUSE

Location: 29 Bankside

Development: Proposed first floor front, side extension, garage conversion, floor plan redesign with associated works to include Juliet balcony and alterations to fenestration

GRANT OF PLANNING APPLICATION: Subject to conditions

#### 11.3b Planning Application 20/02885/HOUSE

Location: Ivydene London Road

Development: Formation of vehicular access

GRANT OF PLANNING APPLICATION: Subject to conditions

#### 11.3c Planning Application 20/02805/MMA

Location: 30 Kingswood Road

Development: Minor material amendment to 19/02221/HOUSE

GRANT OF PLANNING APPLICATION: Subject to conditions

#### 11.3d Planning Application 20/02771/PAC

Location: 136 London Road

Development: Prior notification of a change of use from offices B1 (a) current use to 2x dwellinghouses (flats) (C3) use. This application is made under Class O of The Town and Country Planning (General Permitted Development) (England) Order 2015

WITHDRAWAL OF PLANNING APPLICATION

### 11.4 SDC Local Plan / Judicial Review: to note latest status

It was noted that Sevenoaks District Council is considering the next steps for the Local Plan after an unsuccessful Judicial Review.

## 12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 12.1 Grounds Maintenance

Nothing to report.

### 12.2 Projects - Updates regarding:

#### 12.2a Installation of gate/barrier at Longford Meadow

Still no progress on this. The Clerk will follow up again in early 2021.

**ACTION: CLERK**

#### 12.2b Longford Meadow Climbing rocks project

To obtain a confirmed quote (which would include a full assessment of the site & access for the crane etc), it would be necessary to confirm that an order can formally be placed. Members have already agreed that the project should be undertaken, and which type and style of climbing rocks should be purchased. Having reviewed the earmarked and general reserves it was clear that this project could be funded entirely by the Parish Council. Members Resolved that the Clerk should inform the Play Equipment consultant that the order can be formally placed, and work should start to ensure that installation can be scheduled for the end of Spring/early summer (April/May?) so that the kit is ready for use from as soon as the weather is warming up next year.

**ACTION: CLERK****12.2c Tree Planting**

It was noted that the Christmas Tree on the village green and the 10 trees for The Crescent had now been planted. The Christmas Tree was somewhat smaller than envisaged but it was hoped that it would grow to become a focal point. The trees selected for the Crescent will create a real point of interest for that area once they have fully established.

**12.3 Pavilion**

Annual maintenance had been undertaken, including the gas safety and boiler check and the emergency lighting check. Several items of work had been identified from the emergency lighting check, including replacement of a light by the main door and a need to assess the external lights on the Pavilion, none of which appear to be working. This work will be undertaken by the Parish Council's contractor, along with an assessment of the lit bollards around the pavilion and the car park, some of which may well need to be replaced.

**12.4 Floodlights**

The floodlights are working but the astrological timer needs to be fitted (the lights having now been temporarily set to come on early enough for the MUGA and tennis court not to be in darkness from dusk).

**12.5 Donnington Hall Heating System: request for funding assistance**

It had been confirmed that insurers would honour (almost in full) a claim in relation to damage to the hall's floor. However, there was some confusion about exactly what Donnington Hall Management Committee (DHMC) were asking DGPC to contribute towards given that the insurer would now make a significant contribution. This was discussed at length (Cllr. Hersey was able to clarify in his capacity as Chairman of DHMC).

To ensure that the work could be completed, it was Proposed – Cllr. Lockey, Seconded – Cllr. Norton and Agreed (Cllr. Hersey abstaining from the vote) that the Parish Council contribute £6000 to DHMC towards the costs of the replacement radiators and pipework needed to bring the infrastructure of the building up to date. Whilst this sum would not cover the entire cost of the remaining work required, it would leave DMHC able to cover the balance without leaving Donnington Hall unreasonably financially vulnerable.

**ACTION: CLERK****13. HIGHWAYS & TRANSPORTATION****13.1 A25 and A224 Diversion Route Group – update following 2<sup>nd</sup> meeting**

The Clerk had attended the 2<sup>nd</sup> meeting of this group. The meeting had focussed more on the A25 than on the A224, but the principles had been applicable to both roads. Connect Plus (who maintain the Highways England network in the area) and KCC have taken steps to positively divert traffic onto other routes, but these diversions are not always being followed by drivers. It was noted that at the meeting Cllr. Chard (KCC) had indicated that KCC are looking at installation of average speed cameras, but this does involve a lot of preliminary work and cost. He will continue to progress this. The Clerk added that this seemed like a very unlikely option for Dunton Green (a KCC officer at the meeting indicated that such cameras are not usually placed on areas other than motorways). A follow up meeting is expected in about six months' time, but the Clerk can continue to contact Connect Plus and KCC if issues arise in the meantime.

**13.2 Lennard Rd/Station Approach footpath – request for installation mirror**

The Clerk had received a request from a resident for the reinstatement of a missing mirror on the lighting column in this footpath. The Clerk has contacted KCC to see if they are able to manage this request but that seems unlikely given that this footpath is a no-man's land with nobody appearing to own it (or taking responsibility for it, other than DGPC tending to vegetation cutting). It was Proposed – Cllr. England, Seconded – Cllr. Lapham and Agreed that should KCC be unwilling or able to provide a mirror that DGPC should install one.

**ACTION: CLERK**

## 14. ALLOTMENTS

Cllr. Hersey commented that the work that had been started by the Social Club to clean up and demarcate the allotment gardens seemed to have stopped (likely because of the poorer weather). The Clerk advised that the Social Club had been in touch to provide a copy of its new Terms and Conditions of letting, asking that the Parish Council ensure that its plot holders observe similar conditions. The Clerk had indicated to the Social Club that its plot holders had been subject to Ts & Cs for many years but that she would check whether there were any glaring omissions in the light of the Social Club's new rules and make any changes as deemed necessary.

**ACTION: CLERK**

## 15. COMMUNICATION

### 15.1 Newsletter

The Winter edition of Dunton Green News had been completed and most had now been delivered.

## 16. EVENTS

### 16.1 Christmas Tree 2020 – lighting update

Cllr. England had put a couple of strings of lights on the very small, planted tree to make it a little more 'Christmassy'. Unfortunately, all attempts to get a much larger scale lighting attraction on the village green this year (in lieu of not having a large cut tree to decorate) had failed, the Parish Council having been let down by potential contractors on some of its options. It was agreed, therefore, to forget about trying to get anything installed at this late juncture and concentrate efforts on what might be feasible for 2021. Whilst the Parish Council acknowledged that the new tree was small (smaller than it had perhaps anticipated), it was nonetheless disheartening that there had been some criticism on social media. Thankfully, there had also been support from others and it was encouraging that many residents seemed to be rallying to the Parish Council's call to 'Light Up Dunton Green 2020' by illuminating their homes this year.

## 17. CORRESPONDENCE

The items of correspondence below were NOTED by the Parish Council:

### 17.1 Local Councils Update December 2020

### 17.2 CPRE Countryside Voices Autumn/Winter 2020

The items of correspondence below were discussed at greater length:

### 17.3 Email Dandara – Land off Mill Road

Further to the discussion last month (about DGPC selling its land), there were three further questions/options around a) DGPC purchasing an amalgamated title of land for recreational purposes; b) DGPC purchasing an amalgamated title of land for development purposes and c) DGPC entering into a joint venture partnership with the fishing club to progress either option 1 or 2. Members discussed the matter but could not see the benefit to the Parish Council of any of the options, DGPC already having responsibility for numerous land assets in the village. It was Proposed – Cllr. England, Seconded – Cllr. Norton and Agreed that the Parish Council did not wish to purchase the land for any purpose, and it did not wish to enter into a joint venture partnership. The Clerk was asked to conclude the discussions with Mr Witney.

**ACTION: CLERK**

### 17.4 Email from Resident – Accidents due to parking, speed & obstruction issues (London Road)

Members discussed the correspondence and agreed that this ongoing situation was difficult for residents but equally that parking was needed in the village. A solution involving double yellow lines was probably not at all practical and whilst remedying a situation for some would undoubtedly cause issues for others. Given that the main issue has

consistently been speed of vehicles it was suggested that perhaps a scheme to remove the solid white lines whilst extending the 30mph limit from the Rose and Crown much further along London Road towards Otford might be a solution? There was no need for vehicles to be travelling at 40mph from the Otford direction, having to then negotiate the bend with the solid white lines. The Clerk was asked to feed this information back to the resident to see if they wanted to progress it with KCC and SDC (DGPC not being a Highway Authority but being required to support a scheme that residents might wish to move forward).

**ACTION: CLERK**

### **17.5 Letter Chairman Pounsley Road Residents Limited**

Members considered the correspondence which focussed on the Parish Council's wish to clarify the boundary status with Price's Wood and the access to the bike trail. Members disagreed with some of the contentions within the letter having received converse advice from the Parish Council's own legal counsel. There was no report yet from the Parish Council's surveyor. The Clerk had already acknowledged receipt of the letter and had indicated the status regarding the boundary report. When that becomes available and members have been updated, the Clerk will respond on behalf of the Council.

**ACTION: CLERK**

### **17.6 Email KALC Community Awards Scheme 2021**

Members agreed that the Parish Council should once again adopt the scheme. The Clerk will advise KALC. A nomination form needs to be submitted before 12<sup>th</sup> February 2021. Members are to consider who should be nominated and that can be agreed at the January meeting.

**ACTION: CLERK**

**ACTION: ALL**

### **17.7 Email Kent Police & Crime Commissioner Annual Policing Survey**

It was agreed that members would respond to the survey as individuals.

**ACTION: ALL**

## **18. DATE OF NEXT MEETING**

Scheduled: January 12<sup>th</sup>, 2021 (7.30pm). It was agreed that this meeting will be held virtually (using Zoom).

## **19. PUBLIC SESSION**

None.

The meeting closed at 9.21pm.