

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 10th January 2023 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

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

Apologies: Cllrs. Lockey, Bayley (SDC),

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

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 13th December 2022 as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

None received.

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None received.

05. GENERAL ADMINISTRATION

5.1 KALC Community Awards Scheme 2023: to consider adoption of the Scheme and, if agreed, to propose nominees & agree on a recipient

It was Resolved that DGPC should adopt the scheme once again and a nominee was agreed.

ACTION: CLERK

5.2 It was noted that a NALC Legal Update (December 2022) has been issued re Annual council meeting dates for councils with elections and the Coronation bank holiday

Further to earlier guidance, NALC now know that Monday 8 May will be an additional bank holiday to mark the coronation of HM King Charles III. The 2023 local election date is Thursday 4 May and councillors would ordinarily take office on Monday 8 May. NALC's view is that councillors will now take office on Tuesday 9 May making the relevant 14-day meeting period for the purposes of paragraph 7 (2) of Schedule 12 to the Local Government Act 1972 Wednesday 10-Thursday 25 May inclusive. This an area where NALC are aware there have been different interpretations of the computation of days and they have not counted Sundays in their 14 day calculation.

DGPC's May meeting has been set for 16th May (3rd Tuesday rather than the usual second Tuesday of the month).

5.3 To note status with regards to an insurance claim (car park)

It was noted that the Parish Council's insurers had written to the complainant advising that it was their opinion that there was no liability for the damage on the part of the Parish Council. No further update had been received.

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

It was noted that there had been no meetings since the DGPC meeting in December but that a meeting of the KALC Area Committee is now scheduled to take place on Friday 27th January.

07. CLERK'S REPORT

The Clerk's report was received.

Street Lighting Annual Maintenance Contract 2023-24

Streetlights has advised that for 2023-24 there will be a 5% increase on Maintenance Contract charges. They have not increased charges since before the pandemic.

Saturday Freighter Hire – Cost Increases

There has been an immediate increase in SDC's charges for the Saturday Freighter Service. This is as a result of fuel cost increases and the introduction of an additional team member following a third party risk assessment. In August 2022 DGPC was charged £121.74 plus VAT for both stops. This is to increase to £170.42 plus VAT. DGPC has been overcharged for the November collection and the excess will be credited against the invoice for the February collection. DGPC provides for residents 6 collections per annum.

Community Infrastructure Levy (CIL)

SDC has now confirmed that there will be a payment due to DGPC of £113,783.12 and this will be transferred over in April 2023. There is potential for small CIL receipts from new dwelling creations in Lennard Road and developments around Darenth Lane. 136 London Road is likely to be a nil CIL receipt as floor space has not been increased, even though new dwellings have been created in a formerly non-residential building. This is to be confirmed, however.

Dunton Green Housing Needs Survey (HNS) 2018

This document was missing from a list of HNS documents made available as part of the documentation for the Regulation 18 Consultation on Plan 2040. This has now been updated, and the survey for Dunton Green has been included.

Inspection of Play Equipment and resultant works

The new contractor had completed the first operational inspection and there are a number of items requiring attention, totalling c. £4000 plus VAT. The Clerk & the Bookings & Facilities Assistant plan to go through the proposed list of works and prioritise them.

It was agreed that works should be undertaken at the Clerk's discretion after this assessment has been completed.

ACTION: CLERK / BFA

Small environmental projects and community (school) engagement

The Clerk suggested that there was potential for some small-scale environmental projects at DGPC sites across the village which could be used to engage with the school community. This could be around installing bird boxes and insect hotels in the recreation ground, Price's Wood, Longford Meadow and Longford Spinney and looking at planting in these areas to see if any improvements could be made to improve the biodiversity of these locations. The Clerk will draft some suggestions for consideration at the February meeting.

ACTION: CLERK

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 not been a lot reported over the Christmas period, although it had been brought to the Clerk's attention that a resident, rather than contacting the Police, had contacted Laura Trott MP to deal with a parking issue in the Ryewood estate. A seemingly unnecessary course of action and use of public resources, given that there is a parking company that manages parking within the estate. Whilst there had been social media discussion about inconsiderate parking, seemingly there has been no recent reports direct to the Police who were then expected by the MP to deal with the matter. Having visited Ryewood, the Police have yet to see any parking of concern.

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

It was noted that whilst there had originally been two Girls Mini Kicker football programmes scheduled to run January to February half term and then February to April, the programmes would now be consolidated into one

programme running from 21st January to 1st April inclusive. After an initially poor uptake of places, a social media campaign had encouraged more participants and the programme is now viable.

The Age UK Lunch Club volunteers had reported a very successful Christmas Lunch event. They hoped to schedule entertainment for other sessions through the year and would liaise with the Parish Council about financial support of these.

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 December), and it was Resolved that it be accepted. A Parish Councillor will verify all the bank balances stated on the reconciliations against the bank / investment statements.

BANK RECONCILIATION TO END 31/12/2022

Description	Value £	Value £
Cash in hand 01/04/2022		£121,759.97
ADD Receipts 01/04/2022 – 31/12/2022		£163,088.22
TOTAL		£284,848.19
SUBTRACT		
Payments 01/04/2022 – 31/12/2022		£135,155.79
A: Cash in hand 31/12/2022		£149,692.40
Cash in hand per Bank Statements		
NatWest Reserve 31/12/2022	£63,532.13	
NatWest Current 31/12/2022	£5,611.14	
CCLA Public Sector Deposit 30/11/2022	£40,549.13	
CCLA Local Authorities Property Fund 31/03/2022	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£149,692.40
Less unrepresented cheques		£0.00
TOTAL		£149,692.40
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£149,692.40

9.2 To note that the Annual Internal Audit (for 2022-23) has been booked for April 6th.
Noted.

9.3 To consider a letter from a hirer regarding outside space hire charge rates

Members considered a letter from an outside space hirer regarding an impending increase in charges. There seemed to be a degree of confusion on the part of the hirer. A schedule of charging increases had been provided to them in May 2022 detailing how their charges would increase over time, to be in line with the Parish Council's latest agreed rates of hire (the hirer having been afforded an initial lower rate as a legacy hirer). The increase with effect from January 2023 was not to the full rate (as implied within the letter) but a step change. It was also noted that the hirer has continued to pay by cheque which creates an additional administrative burden; they should be advised that payments must be made electronically in future. It was Resolved that a response to the hirer should indicate the possible confusion about the rates, outline again the payment scheduling indicated in May 2022 and request that payments be made by bank transfer.

ACTION: CLERK / BFA

10. ACCOUNTS FOR PAYMENT

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

Payment Type	Description	Net £	VAT £	Gross £
December Payments (reported at December meeting in italics)				
DEBIT CARD	Adobe Systems Software <i>Adobe Acrobat monthly subscription</i>	12.64	0.00	12.64
DEBIT CARD	Hydro-X Training Limited <i>Thermapen (thermometer for Pavilion testing)</i>	63.95	12.79	76.74
DD	Hiscox <i>Annual Insurance Premium Monthly Payment</i>	446.37	0.00	446.37
DD	E.On Next <i>Pavilion Electricity October 2022</i>	431.77	86.36	518.13
BANK TFR	KCC <i>Photocopier Leasing</i>	82.52	16.50	99.02
BANK TFR	Gardens of England <i>Grounds Maintenance November 2022</i>	1306.75	0.00	1306.75
BANK TFR	APEX Air Con <i>Annual Heat Vent Maintenance/Filter Change</i>	1150.00	230.00	1380.00
DEBIT CARD	Lebara Mobile <i>SIM Only mobile contract (new)</i>	1.98	0.00	1.98
DEBIT CARD	Amazon <i>Filter for water boiler (spare; kitchen)</i>	74.17	14.83	89.00
BANK TFR	J Verlinden (Age UK Volunteer) <i>Contribution: Christmas Lunch Club Celebrations</i>	200.00	0.00	200.00
BANK TFRS	Staff Salaries & Expenses <i>December 2022 (includes back pay 2022)</i>	3787.14	0.00	3787.14
BANK TFR	F England <i>Travel Expenses (KALC AGM, Ditton 19/1/22)</i>	15.30	0.00	15.30
BANK TFR	HMRC <i>QTR 3 2022-23 PAYE Tax & NI Payment</i>	3312.09	0.00	3312.09
DD	British Gas Pavilion Gas November 22	123.95	6.19	130.14
DEBIT CARD	Able Electrical <i>Christmas Electrics/Lights/Power Install</i>	333.33	66.67	400.00
DD	SAGE UK Ltd <i>Payroll software</i>	7.00	1.40	8.40
DD	Shred Station <i>Confidential Waste Disposal Service</i>	38.30	7.66	45.96
DD	E.On Next <i>Pavilion Electricity November 2022</i>	497.41	99.48	596.89
BANK TFR	NSALG Ltd <i>Membership Subs (for Allotments)</i>	30.00	0.00	30.00
BANK TFR	Chris Knott Insurance <i>Annual Allotment Public Liability Insurance</i>	68.80	0.00	68.80
BANK TFR	SLCC <i>Clerk's Membership Subscription 2023</i>	279.00	0.00	279.00
DD	B&CE HSM Ltd (The People's Pension)	348.08	0.00	348.08
BANK TFR	Cube Plumbing & Heating Ltd <i>Annual Pavilion Maintenance</i>	1009.00	201.80	1210.80
DD	EE <i>Mobile Phone Contract</i>	9.02	1.80	10.82
BANK TFR	SLCC <i>Staff Training</i>	315.00	0.00	315.00
BANK TFR	SDC <i>Freighter Hire (November 2022)</i>	204.66	40.93	245.59
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) <i>Pavilion cleaning, jet washing December 2022</i>	836.91	167.38	1004.29

BANK TFR	Safeplay Playground Services Ltd Car park bollard repair	395.00	79.00	474.00
BANK TFR	SPY Alarms Fire Alarm Battery replacements	90.00	18.00	108.00
BANK TFR	Safeplay Playground Services Ltd Operational Inspection	149.00	29.80	178.80
DEBIT CARD	First Rescue Training & Supplies Ltd Defibrillator Pad spares	102.95	20.59	123.54
DD	E.On / NPower Unmetered Supply October 2022	80.07	4.00	84.07
DD	Onecom Ltd Broadband & Telephone Nov 22	75.05	15.01	90.06
January Payments to date				
BANK TFR	Surrey Hills Solicitors LLP Advice re Farm Business Tenancy	465.00	93.00	558.00
BANK TFR	Getting IT Working IT Support December 2022	150.00	0.00	150.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
DEBIT CARD	Lebara Mobile SIM Only mobile contract	1.98	0.00	1.98
DD	Hiscox Annual Insurance Premium Monthly Payment	446.37	0.00	446.37
BANK TFR	Staff Salaries & Expenses December 2022	3201.71	0.00	3201.71
BANK TFR	SDC Cleaning Rec/Mill Road and Dog Bin emptying	408.20	81.64	489.84
January Payments (expected but unconfirmed/not yet paid as at 09/01/23)				
DD	B&CE HSM Ltd (The People's Pension)	326.50	0.00	326.50
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	E.On Next Pavilion Electricity December 2022	550.63	110.12	660.75
DD	British Gas Pavilion Gas December 22	264.27	52.85	317.12
DD	Shred Station Confidential Waste Disposal Service (2 collections 02 & 30/12/22)	83.86	16.78	100.64
DEBIT CARD	123-Reg Yearly Annual Renewal	59.88	11.98	71.86

ACTION: CLERK

11. PLANNING

11.1 CURRENT PLANNING To consider the applications and to resolve to agree recommendations. None received.

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

11.2a Planning Application 22/02888/FUL

Location: 149-153 London Road

Development: Change of use of the ground floor commercial to residential use. Construction of a single storey rear extension. Alterations to the roof to create habitable space with Juliette balcony. Alterations to fenestration.

Demolition of existing outbuildings and the construction of a detached garage and sheds. Four parking spaces at the rear. Installation of electric car charging points.

REFUSAL OF PLANNING PERMISSION

The proposal, by virtue of the design, bulk and mass of the rear roof extension, would not be considered to be sympathetic or in keeping with the existing modest roof profile and would add significant bulk and mass that would read as a three storey flat roof extension, which would be visible through gaps in the street scene. The roof extension would read as a bulky, top-heavy and incongruent addition to the existing modest and hipped roof profile. As such, the proposal is contrary to policies SP1 of the Sevenoaks Core Strategy and EN1 of the Sevenoaks Allocations and Development Management Plan, as well as paragraphs 130 and 134 of the National Planning Policy Framework and the design principles of the Sevenoaks Residential Extensions Supplementary Planning Document.

11.2b Planning Application 22/02867/HOUSE

Location: 4 Lennard Road

Development: Demolition of existing conservatory and erection of single storey rear extension

GRANT OF PLANNING PERMISSION: Subject to conditions

11.2c Planning Application 22/02887/HOUSE

Location: 155 London Road

Development: Erection of a single storey rear extension, replacement of the roof with roof extension with Juliette balcony. Alterations to fenestration. Demolition of existing outbuilding and the construction of a detached garage and shed. Two parking spaces at the rear with electrical charging points.

REFUSAL OF PLANNING PERMISSION

The proposal, by virtue of the design, bulk and mass of the rear roof extension, would not be considered to be sympathetic or in keeping with the existing modest roof profile and would be adding significant bulk and mass that would read as a three storey flat roof extension, which would be visible through gaps in the street scene. The roof extension would read as a bulky, top-heavy and incongruent addition to the existing modest and hipped roof profile and harmful the building and wider visual amenity of the local area. As such, the proposal is contrary to policies SP1 of the Core Strategy and EN1 of the Allocations and Development Management Plan, as well as paragraphs 130 and 134 of the National Planning Policy Framework and the design principles of the Residential Extensions Supplementary Planning Document.

11.2d Planning Application 22/02833/FUL

Location: 41 Lennard Road

Development: Demolition of an existing garage, widening of an existing crossover. Construction of a two storey side and rear extension to form an attached two bedroom house. Single storey rear extension to 41 Lennard Road with rooflights. Alteration to fenestration.

GRANT OF PLANNING PERMISSION: Subject to conditions

11.3 SDC Plan 2040 Consultation – to ratify the response submitted to the new Local Plan consultation (deadline for comments is 11/01/23)

Following the December meeting, further review of the Plan 2040 consultation had been required in order to complete more fully a survey response form. The Clerk had reviewed the Plan 2040 Regulation 18 Consultation document and had provided a draft short survey response form for members to consider. It was Resolved that the response form be submitted to SDC.

ACTION: CLERK

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Grounds Maintenance

12.1a Price's Wood: to note plans in place for planting of six native species of tree (in line with the Parish Council's plans for the area and as the final stage of the Queen's Green Canopy Project)

Noted. Six trees (two locations within the wood, 3 trees per location) would be planted before the end of March.

13. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

13.1 To note that an order has been raised by KCC to plant two trees on the verge opposite the Miners Arms (expected to have been completed by the end of February 2023).

Noted.

14. EVENTS

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

14.1a Christmas Singalong

There had been technical issues which had meant that music was played through a mobile phone and there was no additional lighting, and this resulted in a mixed reaction to this event. Some members thought it had been very enjoyable, others were less impressed.

The Clerk had received no feedback directly from members actively involved on the night and so had been unable to pass on any information to the electricians other than there had been a problem of some sort. The electricians maintained that if the tree lights were working (which they were), there was no reason why there should not have been a source of power for the peripherals.

Equipment would be checked.

ACTION: CLERK / GH

14.1b To consider lighting requirements for Christmas 2023 and to agree next steps

The Chairman voiced concerns about the use of battery-operated lights. It was not sustainable (too much time and effort installing and removing and ineffective quality of light) in the longer term. They had not proven very successful at all this year and new solutions should be sought. Members agreed. Following some discussion of the topic, the Clerk would investigate potential options for the supply of power to both sides of the village green (including solar powered generators with power sockets), year-round lighting options and solutions specifically for Christmas. A report and proposals would be provided at the February meeting, together with potential costs. The objective is to have a solution identified and any works completed before the summer.

It was noted that a new planted tree would be needed. The grounds maintenance contractors had been tasked with seeing what was available and alternatives to a proper Christmas Tree would be sought in order to have a larger tree planted which might stand more chance of surviving.

ACTION: CLERK

14.1c Events for 2023: to consider what events DGPC will commit to in 2023 (for example: Annual Parish Meeting - Reception, Fireworks, Remembrance Sunday, Christmas Singalong)

The Annual Parish Meeting (APM plus Reception) will take place on Wednesday 29th March, 7pm at the Pavilion. This will be an opportunity to consult on the play games options for the MUGA/courts area and is a good means by which to speak with residents and for groups to network. The Local Council Award will be presented at this function.

There was some discussion about events organised by DGPC and an acknowledgement that the Parish Council had overstretched itself in terms of the burden on councillors to organise and run events. The events are for the community and it was felt that much more support was needed from the community if future events are to be organised. Before any decision is made in relation to events potentially for later this year, the Parish Council will launch a campaign to recruit people willing to get involved to run events. This will predominantly be through the Spring edition of Dunton Green News and via a parallel campaign on social media. Ultimately, if a good-sized group of volunteers cannot be pulled together the Parish Council will have to seriously consider not holding certain events.

ACTION: CLERK

15. CORRESPONDENCE

15.1 Members considered or noted correspondence received since the December 2022 meeting (noted unless otherwise indicated):

15.1a KALC [Email] – Flood Warden Training Jan 17th 2023

15.1b Clerks & Councils Direct January 2023

15.1c KALC [Email] Winter Training Programme

15.1d KALC [Email] Elections Bulletin

15.1e SDC [Email] Members Bulletin

16. DATE OF NEXT MEETING

16.1 February 14th, 2023 (7.30pm) – Dunton Green Pavilion

17. PUBLIC SESSION

None.

The meeting closed at 8.50pm.