



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 13th September 2022 at 7.30pm

00. PUBLIC SESSION

None.

01. DEATH OF HM QUEEN ELIZABETH II AND PROCLAMATION FOR KING CHARLES III

It was with great sadness that Dunton Green Parish Council received the news of the death of HM Queen Elizabeth II on Thursday 8th September 2022.

On Saturday 10th September the Accession Proclamation was read at St. James's Palace:

'Ladies and Gentlemen. The Proclamation of the Accession.
A PROCLAMATION

Whereas it has pleased Almighty God to call to His Mercy our late Sovereign Lady Queen Elizabeth the Second of Blessed and Glorious Memory, by whose Decease the Crown of the United Kingdom of Great Britain and Northern Ireland is solely and rightfully come to The Prince Charles Philip Arthur George: We, therefore, the Lords Spiritual and Temporal of this Realm and Members of the House of Commons, together with other members of Her late Majesty's Privy Council and representatives of the Realms and Territories, Aldermen and Citizens of London, and others, do now hereby with one voice and Consent of Tongue and Heart publish and proclaim that The Prince Charles Philip Arthur George is now, by the Death of our late Sovereign of Happy Memory, become our only lawful and rightful Liege Lord Charles the Third, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of His other Realms and Territories, King, Head of the Commonwealth, Defender of the Faith, to whom we do acknowledge all Faith and Obedience with humble Affection; beseeching God by whom Kings and Queens do reign to bless His Majesty with long and happy Years to reign over us.

Given at St. James's Palace this tenth day of September in the year of Our Lord two thousand and twenty-two.

GOD SAVE THE KING
GOD SAVE THE KING

One verse of the National Anthem (God Save the King).
Finally, three cheers for His Majesty The King.'

The proclamation of the new Sovereign is a very old tradition which can be traced back over many centuries. The ceremony does not create a new King. It is simply an announcement of the accession which took place immediately on the death of the reigning monarch. In an age where modern methods of communication convey news around the globe in an instant, the proclamation is no longer the means by which people learn for the first time that they have a new Monarch. Proclamation readings, however, are one of the first occasions when communities have an opportunity to come together and reflect on the moment in our nation's history when the reign of our longest-serving Monarch came to an end and our new Sovereign succeeded. A reading of the Proclamation was made at Sevenoaks District Council on Sunday 11th September 2022, after the Proclamation was read at Kent County Council.

The protocol regarding the lowering/raising/lowering of the village's flag was followed during the period of national mourning. The Parish Council's planned meeting for September (scheduled for 13th September), did not take place due to each day of the period National Mourning being classified as a Sunday and therefore not eligible to be included in the statutory period of notice for Dunton Green Parish Council's meeting. The meeting was therefore rescheduled for the earliest Tuesday possible, September 27th.

02. PRESENT / APOLOGIES

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

Apologies: Cllrs. Norton (DGPC), Bayley (SDC)

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

03. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 12th July 2022 were approved and signed as a true and accurate record.

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

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None received.

05. GENERAL ADMINISTRATION

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

None received.

5.2 Insurance Renewal 2022/23: To discuss quotations and resolve to agree a policy renewal

It was Resolved to accept a renewal quotation from Hiscox at a premium of £4985.14, enter into a 3-year Long Term Agreement and to accept the offer to pay by monthly instalments at 0% interest.

ACTION: CLERK

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

The Clerk updated members in relation to the following:

- It was noted that there had been a lot of work around ensuring that the protocols expected after HM Queen's death were followed; preparation of information for sharing on social media and noticeboards; rescheduling of DGPC's meeting.

07. COMMUNITY DEVELOPMENT & SAFETY

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

It was noted that ASB had been a constant issue over the summer (including litter, broken glass, graffiti, offensive stickers, electric scooters, nitrous oxide canisters, nuisance vehicles, ponies and traps). PCSO numbers for the District remain low (five – two allocated to Swanley and three for all the rest of the District) and they continue to wait on the results of review of neighbourhood policing.

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

It was noted that Mini Tennis had now finished for 2022 (and that there was a 5-session credit to carry forward) and that due to operational issues, the planned football sessions would not now take place. There was a proposal to trial mini kicker sessions for girls on Saturday mornings. It was Resolved to run these girls football sessions, using the mini tennis credit as part payment. Dates to be arranged.

ACTION: CLERK

08. FINANCE

8.1 Bank Reconciliations

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 31/07/2022

Description	Value £	Value £
Cash in hand 01/04/2022		£121,759.97

ADD Receipts 01/04/2022 – 31/07/2022		£78,844.16
TOTAL		£200,604.13
SUBTRACT		
Payments 01/04/2022 – 31/07/2022		£60,673.37
A: Cash in hand 30/07/2022		£139,930.76
Cash in hand per Bank Statements		
NatWest Reserve 31/07/2022	£53,649.04	
NatWest Current 31/07/2022	£5,952.49	
CCLA Public Sector Deposit 31/07/2022	£40,329.23	
CCLA Local Authorities Property Fund 31/03/2022	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£139,930.76
Less unrepresented cheques		£0.00
TOTAL		£139,930.76
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£139,930.76

BANK RECONCILIATION TO END 31/08/2022

Description	Value £	Value £
Cash in hand 01/04/2022		£121,759.97
ADD Receipts 01/04/2022 – 31/08/2022		£82,122.66
TOTAL		£203,882.63
SUBTRACT		
Payments 01/04/2022 – 31/08/2022		£70,317.62
A: Cash in hand 30/08/2022		£133,565.01
Cash in hand per Bank Statements		
NatWest Reserve 31/08/2022	£43,653.26	
NatWest Current 31/08/2022	£9,545.75	
CCLA Public Sector Deposit 31/08/2022	£40,366.00	
CCLA Local Authorities Property Fund 31/03/2022	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£133,565.01
Less unrepresented cheques		£0.00
TOTAL		£133,565.01
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£133,565.01

8.2 Utilities Contracts: to ratify decision to authorise the Clerk to agree new contracts and to receive an update regarding renewals/pricing for Pavilion contracts

It was Resolved to ratify the decision to delegate authority to the Clerk to agree new contracts. The Clerk provided a report regarding renewals/pricing for Pavilion contracts but with very recent developments in the energy crisis and the introduction of an Energy Bill Relief Scheme for businesses (including local authorities), there were likely to be further implications for the Parish Council.

It was Resolved that covers should be placed over heating ventilation controls (to prevent abuse/excessive use) and further measures to reduce energy consumption were being investigated

ACTION: CLERK

8.3 Conclusion of Annual Governance & Accountability Audit 2021-22

The conclusion of the audit of the Annual Governance & Accountability Return (AGAR) 2021-22 was considered. There were no comments from the external auditor and the Clerk was congratulated on the successful conclusion.

09. ACCOUNTS FOR PAYMENT

9.1 List of payments for approval

It was Proposed – Cllr. Comes-Chodyniewski, Seconded – Cllr. Lockey 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 £
July Payments (reported at July meeting in italics)				
BANK TFR	<i>Getting IT Working IT Support June 2022</i>	150.00	0.00	150.00
BANK TFR	<i>Gardens of England Grounds Maintenance June 2022</i>	3179.50	0.00	3179.50
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing June 2022</i>	836.91	167.38	1004.29
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	12.64	0.00	12.64
BANK TFR	<i>Mrs F. England Mileage expenses (Councillor's Conference)</i>	27.00	0.00	27.00
DEBIT CARD	<i>Amazon Stationery (copier paper, laminating sheets)</i>	61.52	12.32	73.84
BANK TFRS	<i>Staff Salaries & Expenses July 2022</i>	2854.02	0.00	2854.02
DD	<i>Virgin Mobile Phone monthly contract</i>	7.00	1.40	8.40
BANK TFR	<i>KCC Photocopier Copy Charges</i>	51.61	10.32	61.93
DD	<i>E.On / NPower Unmetered Supply June 2022</i>	69.25	3.46	72.71
DD	<i>B&CE HSM Ltd (The People's Pension)</i>	280.28	0.00	280.28
DD	<i>SAGE UK Ltd Payroll software</i>	7.00	1.40	8.40
DD	<i>British Gas Pavilion Gas June 22</i>	74.28	3.71	77.99
DD	<i>E.On Next Pavilion Electricity June 2022</i>	241.19	48.24	289.43
BANK TFR	<i>An Eye For Detail Pressure Washing Service (Courts, play areas, play equipment, seating, bike shelter)</i>	1300.00	260.00	1560.00
BANK TFR	<i>SDC Cleaning Mill Rd/Rec and Dog Bin Emptying</i>	408.20	81.64	489.84
DEBIT CARD	<i>Amazon Office supplies</i>	21.49	4.29	25.78
DEBIT CARD	<i>Tanks Direct Portable Water Bowser</i>	333.00	66.60	399.60
DEBIT CARD	<i>Amazon Camera card reader</i>	10.28	2.06	12.34
DD	<i>EE Mobile Phone Contract</i>	9.02	1.80	10.82
BANK TFR	<i>Able Electrical Ltd Emergency Lighting Remedials</i>	217.86	43.57	261.43
BANK TFR	<i>Able Electrical Ltd Site visit post power cut</i>	45.00	9.00	54.00
DD	<i>Shred Station Confidential Waste Disposal Service</i>	38.30	7.66	45.96
DD	<i>Onecom Ltd Broadband & Telephone Jun/Jul 22</i>	77.78	15.56	93.34
August Payments				
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	12.64	0.00	12.64
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion jet washing & windows July 2022</i>	899.11	179.82	1078.93

BANK TFR	Gardens of England Grounds Maintenance July 2022	2730.75	0.00	2730.75
BANK TFR	Getting IT Working IT Support July 2022	150.00	0.00	150.00
BANK TFR	Pyrovision Ltd Deposit for 2022 Firework Event (10%)	409.00	81.80	490.80
BANK TFR	SDC Saturday Freighter Hire (9 th July)	121.74	24.35	146.09
BANK TFRS	Staff Salaries & Expenses August 2022	2879.17	0.00	2879.17
BANK TFR	PKF Littlejohn External Audit Costs (AGAR 2021/22)	600.00	120.00	720.00
DD	B&CE HSM Ltd (The People's Pension)	277.31	0.00	277.31
DD	E.On / NPower Unmetered Supply July 2022	70.73	3.54	74.27
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	E.On Next Pavilion Electricity July 2022	251.64	50.33	301.97
DD	Shred Station Confidential Waste Disposal Service	38.30	7.66	45.96
DD	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
BANK TFR	SPY Alarms New power supply (CCTV system)	152.08	30.42	185.50
BANK TFR	Defib Warehouse (First Rescue Training) Defib spares (batteries/pads)	96.00	59.20	355.20
DD	EE Mobile Phone Contract	9.02	1.80	10.82
DD	British Gas Pavilion Gas July/Aug 22	76.62	3.83	80.45
DD	Onecom Ltd Broadband & Telephone Jul/Aug 22	75.49	15.10	90.59
September Payments to date				
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
BANK TFR	Live Biking Bike Trail Maintenance sessions (2020/21/22)	300.00	0.00	300.00
BANK TFR	Getting IT Working IT Support August 2022	150.00	0.00	150.00
BANK TFR	Safeplay Ltd Play equipment repairs/maintenance (including path extension)	3580.25	716.05	4296.30
BANK TFR	Gardens of England Grounds Maintenance August 2022	1012.00	0.00	1012.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing August 2022	836.91	167.38	1004.29
DD	British Gas Pavilion Gas Aug 22	19.67	0.98	20.65
BANK TFR	KCC Photocopier Leasing	82.52	16.50	99.02
BANK TFRS	Staff Salaries & Expenses September 2022	2937.45	0.00	2937.45
DD	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
BANK TFR	Sally Jolly DG News Autumn Edition Printing	1118.13	0.00	1118.13
DD	B&CE HSM Ltd (The People's Pension)	290.07	0.00	290.07

BANK TFR	SDC Saturday Freighter Hire (17 th September)	121.74	24.35	146.09
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DEBIT CARD	Able Electrical Ltd External lighting check and reset of timer	45.00	9.00	54.00
DD	E.On Next Pavilion Electricity August 2022	289.74	57.95	347.69
DD	EE Mobile Phone Contract	9.02	1.80	10.82
DEBIT CARD	Post Office Postage	16.32	0.00	16.32
DEBIT CARD	Amazon Pavilion Supplies (Paper towels)	24.16	4.83	28.99
BANK TFR	HMRC 2022/23 Qtr 2 PAYE Tax & NI	3161.19	0.00	3161.19
BANK TFR	CJS Plants Ltd Hanging Baskets & Planters 01/10/22-31/03/23	2072.50	414.50	2487.00
BANK TFR	Getting IT Working IT Support September 2022	150.00	0.00	150.00
September Payments (expected but unconfirmed/not yet paid as at 26/09/22)				
DD	E.On / NPower Unmetered Supply August 2022	70.93	3.55	74.48
DD	Onecom Ltd Broadband & Telephone Aug/Sept 22	75.05	15.01	90.06
DD	Shred Station Confidential Waste Disposal Service	38.30	7.66	45.96

ACTION: CLERK

10. PLANNING

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

10.1 a Planning Application 22/01934/HOUSE

Location: 79 Lennard Road

Development: Two storey side extension

Recommendation: Comments Only

The Parish Council's comments relating to a previous proposal for this property in June 2022 (22/01262/HOUSE) are still applicable.

With so much precedent set for new dwellings on the side of existing homes in Lennard Road, it seems unlikely that any objections that the Parish Council might have would be sufficient grounds for refusal. However, there remains a concern about over intensification of the site and a lack of adequate parking provision in this development. Lack of parking and the eradication of what is already limited on street parking availability is an issue in Dunton Green.

It was Resolved to ratify the recommendation of a Comments Only response to the above application.

10.2 PLANNING NOTIFICATIONS The decisions from SDC or the Planning Inspectorate relating to the following applications were noted.

10.2 a Planning Application 22/00829/HOUSE

Location: 3 Crescent Cottages Station Road

Development: Ground floor rear extension.

GRANT OF PLANNING APPLICATION: Subject to conditions

10.2b Planning Application 22/01523/ADV

Location: Robins and Day Vauxhall Mill Road

Development: Hoarding & Flags

GRANT OF PLANNING APPLICATION: Subject to conditions

10.2c Planning Application 22/01808/MMA

Location: Ivydene London Road

Development: Amendment to 22/00944/HOUSE

GRANT OF PLANNING APPLICATION: Subject to conditions

10.2d Planning Application 22/01934/HOUSE

Location: 79 Lennard Road

Development: Two storey side extension

REFUSAL OF PLANNING APPLICATION

10.2e Planning Application 22/01952/LDCPR

Location: 79 Lennard Road

Development: Hip to gable loft conversion with rear dormer and two rooflights to front roof slope

REFUSAL OF PLANNING APPLICATION

10.2 f Planning Application 21/02874/FUL

Location: Former Robins and Day Vauxhall Mill Road

Development: Provision of a part 3 storey / part 2.5 storey building to provide 37 Retirement Living apartments for older persons, with associated communal facilities, parking and landscaping.

GRANT OF PLANNING APPLICATION: Subject to conditions

It was Resolved that the next item be discussed in Closed Session due to the commercially sensitive nature of the information.

10.3 MEETING WITH KCC

Confidential notes of a meeting that took place in August 2022 between the Chairman, the Clerk, and officers from KCC (Education) were read by the Chairman and received by members. There was some discussion of the details.

It was Resolved that a letter should be sent to the Chief Executive of SDC to establish what discussions Planning has had regarding development in Dunton Green.

ACTION: CLERK

11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

11.1 Grounds Maintenance

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

It was noted that the Queen's Green Canopy project timings had been extended to 31/03/23.

11.2 Recreation Ground

11.2 a Play equipment / Play areas

It was Resolved to ratify approval of works. It was noted that all planned work for the summer had been completed and in good time.

11.2 b Play equipment Health & Safety Inspections: to consider a proposal to change service provider

It was Resolved to engage Safeplay Playground Services Ltd to conduct quarterly operational inspections at a cost of £596.00 (plus VAT) per annum.

ACTION: CLERK

11.3 Dunton Green 'extension' land

11.3 a To receive an update regarding Parish Council obligations in relation to this land

The Clerk confirmed that preliminary investigations into obligations had been completed in 2018 and that at that time not all the information required had been located. A further check of Parish Council archives would be completed. It was noted that a minimum of 12 months' notice to quit would be required in relation to the Farm Business Tenancy Agreement (and that this notice was likely to have to be served at a specific time in the agricultural calendar – working on the basis that 31st December 2022 would be the earliest that notice could be served).

ACTION: CLERK

11.3 b To note responses from the Woodland Trust (questions raised at July meeting)
The Woodland Trust had responded to the effect that in terms of land preparation, little was likely to be required other than potentially cutting existing vegetation prior to planting and details of likely ongoing maintenance requirements was provided. Details of potential funding assistance for maintenance were also provided. There were no further questions.

11.4 Defibrillators

11.4 a To note the successful use of one unit and support of Sevenoaks Community First Responders and to consider a proposal for an additional DGPC unit for the southern part of the village
It was noted that the Shopping Parade unit had been successfully used and that replacement pads had now been sourced. It was Resolved to seek to install another unit in the southern area of the village and a proposal would be put to The Miners Arms and to McCarthy Stone (development on the old Vauxhall site) as these were potentially suitable locations.

ACTION: CLERK

12. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

12.1 Bus Services: to note plans announced after the July meeting about service cuts, DGPC's response and latest update (if there is any)

Plans to remove various bus services (particularly around school services) had become public knowledge in July. The Parish Council wrote to KCC to express its concerns and in support of local parents and children. This letter and information regarding who to contact about this had been provided to residents by the Parish Council. Whilst there had been some reinstatement of services, there were still issues with children having to wait in Sevenoaks for forward transport.

13. COMMUNICATION

13.1 Newsletter: to note Autumn edition published and copy deadline for Winter edition is 01/11/22

It was noted that deliveries to resident dwellings had been completed. The copy deadline for the next edition is 1st November with the expectation that deliveries will be made at the end of November/beginning of December. It was noted that articles from councillors would be very welcome.

ACTION: CLERK / ALL

14. EVENTS

14.1 DGPC Events: feedback/updates where available

14.1a Annual Fireworks Display: to note planned event cancelled following the death of the Queen
A decision had been taken by the Council in the immediate aftermath of the announcement of Her Majesty's death to cancel the event as a mark of respect. An event would be scheduled for 2023.

14.1b Remembrance Sunday Service

Cllr. Lockey indicated that this was not an event that could be outsourced (the Parish Council owns the War Memorial) and that there is a Public expectation that a service will take place each year, particularly this year following the Queen's death. An Order of Service and a poster would be prepared, and appropriate new music would be purchased. Volunteers will be required to assist with the Service, and this will be finalised at the October meeting.

ACTION: CLERK / PL / ALL

14.1c Christmas Singalong

The date for this year's event was set as Friday 16th December, 6pm (refreshments) for a 6.30pm start for the singing. New music will be purchased, and song sheets produced.

It was Resolved that provision of refreshments should be outsourced. The Clerk would contact the School's PTA team to see if they would be available and potential professional caterers were also noted.

ACTION: CLERK / PL

15. CORRESPONDENCE

15.1 To consider a list of correspondence received since the July 2022 meeting

The following correspondence items were noted:

Clerks & Councils Direct - September issue

Local Councils Update - August 2022

Local Councils Update - September 2022

Kent Police & Crime Commissioner – Kent PCC News Summer 2022

KALC – AGM Saturday 19th November: Request for motions to be submitted

Resident - Request for larger bin on Longford Spinney (to replace the original one, near the gate to the Lake)

Resident - ASB Rye Lane

Resident - Complaint about Happy to Chat Bench plaque at Ryewood and request that bench be relocated

Resident - Complaint re frequency of Rye Lane road closures

SDC - Hello Lamp Post Initiative

British Gas - Government Energy Bill Relief Scheme

Kent Police - Community Payback Scheme

16. DATE OF NEXT MEETING

16.1 Scheduled: October 11th, 2022 (7.30pm) – Dunton Green Pavilion

17. PUBLIC SESSION

None.

The meeting closed at 9.14pm.