



## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 12<sup>th</sup> October 2021 at 7.30pm

### 00. PUBLIC SESSION

None.

### 01. PRESENT / APOLOGIES

Present: Cllrs. Lockey, Copeland, Hersey, Parker, Norton, Lapham, Carrol, Gomes-Chodyniewski (late arrival)

Apologies (accepted): Cllrs. England, Bayley (SDC)

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

### 02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 14<sup>th</sup> September 2021 were approved as a true record.

Proposed – Cllr. Lapham, Seconded – Cllr. Hersey 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 Bookings & Facilities Assistant (BFA) had attended a webinar training session about ongoing Covid risks and what venues might wish to keep in place. As a result, the Covid Risk Assessment for Dunton Green Pavilion will be reviewed and updated to reflect a slightly more relaxed approach (whilst maintaining some elements for the continued safety of all).

**ACTION: BFA / CLERK**

### 05. DGPC REPRESENTATIVES – EXTERNAL BODIES

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

Donnington Hall Management Committee – 21<sup>st</sup> September: there had been discussion regarding charging rates

5.2 Meetings due to be attended

Donnington Hall Management Committee – AGM scheduled for November

Village Hall Management Committee – TBC

### 06. COVID-19

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

Nothing specific to report, but the Clerk & Bookings Assistant will continue to review the situation considering whatever changes there might be to Covid restrictions and will implement changes as required.

**ACTION: CLERK / BOOKINGS ASSISTANT**

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

Nothing to report not covered by agenda items.

## 08. COMMUNITY DEVELOPMENT & SAFETY

### 8.1 Anti-Social Behaviour – to note the PCSO report and any issues brought to the attention of the Parish Council

The PCSO's monthly report focussed on Hate Crime Awareness Week, and it was noted that efforts to obtain information about racist graffiti were still being made and that speed checks had been made.

There had been incidents of criminal damage to vehicles in Station Approach and a bin had been dragged out of the recreation ground and abandoned on London Road. The PCSO continues to make regular visits to the village.

### 8.2 Youth Activities

Nothing to report; update due at the November meeting.

### 8.3 Seniors Activities

Nothing to report; update due at the November meeting.

## 09. FINANCE

### 9.1 Bank Reconciliation

A bank reconciliation (one to 30th September 2021) was presented by the Clerk and it was Proposed – Cllr. Norton, Seconded – Cllr. Parker and Agreed that it be accepted. The Parish Council's Chairman will (on her return) 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 30/09/2021

Description	Value £	Value £
<b>Cash in hand 01/04/2021</b>		<b>£162,561.86</b>
ADD Receipts 01/04/2021 – 30/09/2021		£159,879.60
TOTAL		£322,441.46
SUBTRACT		
Payments 01/04/2021 – 30/09/2021		£105,815.93
<b>A: Cash in hand 30/09/2021</b>		<b>£216,625.53</b>
Cash in hand per Bank Statements		
NatWest Reserve 30/09/2021	£125,875.14	
NatWest Current 30/09/2021	£10,542.34	
CCLA Public Sector Deposit 31/07/2021	£40,208.05	
CCLA Local Authorities Property Fund 31/03/2021	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£216,625.53</b>
Less unrepresented cheques		£0.00
TOTAL		£216,625.53
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£216,625.53</b>

## 10.1 DONATIONS 2021/22

### 10.1 Dunton Green Primary School

To consider a proposal from the school regarding new classroom equipment and fundraising for a new building Members considered a request from the school that the Parish Council sponsor a classroom so that it might be kitted out with new equipment, at cost of around £3000, following long awaited maintenance and refurbishment work.

The school is seeking sponsorship of four classrooms in total and is approaching local businesses and organisations.

The Headteacher had also advised that the school's PTA is fundraising to finance a project to provide a much needed new after school clubs building (the school's old building being demolished during recent maintenance works at the school).

It was Proposed – Cllr. Lapham, Seconded – Cllr. Carrol and Agreed that the Parish Council should sponsor a classroom with a grant of £3000 and would also contribute to the building project (from CIL receipts) of £3000.

**ACTION: CLERK**

## 10.2 To consider donations to be made to charitable organisations and groups for the current (2021/22) Financial Year

Following consideration of donations made in previous years, it was Proposed – Cllr .Copeland, Seconded – Cllr. Gomes-Chodyniecki and Agreed that the following donations should be made:

Citizens Advice in North & West Kent	£150 <sup>1</sup>
West Kent Mediation	£50
Kent Surrey & Sussex Air Ambulance Trust	£150
RBL Poppy Appeal	£50
Kent Community Domestic Abuse Programme	£150 <sup>2</sup>
Tunbridge Wells & District Samaritans	£150 <sup>3</sup>
Victim Support	£100
Sevenoaks Volunteer Transport Group	£200 <sup>4</sup>
Holding On Letting Go	£100
Relate West & Mid Kent	£50
Sevenoaks CFR	£250 <sup>5</sup>
Dunton Green Primary School PTA	£150
MacMillan Cancer Support (in memory of Tim Fox)	£100
Age UK (Lunch Club) / Age UK Pop In	£1500
Dunton Green Primary School	£6000 (as per Item 10.1 above)

**ACTION: CLERK**

A total of £9150 for the financial year 2021/22 is granted to organisations that provide services and are of benefit to Dunton Green residents.

Whilst no financial donation was being made to Sevenoaks Larder, the Parish Council will continue to permit the use of the Pavilion for the Tuesday satellite larder at nil cost. It was suggested that the Pavilion might also be used as a food collection point, if the team at Sevenoaks Larder felt that this would be useful. The Clerk was asked to follow up.

**ACTION: CLERK**

## 11.1 ACCOUNTS FOR PAYMENT

### 11.1 List of payments for approval

It was Proposed – Cllr. Cllr. Gomes-Chodyniecki, Seconded – Cllr. Hersey 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>September Payments (reported at September meeting in <i>italics</i>)</b>				
<b>BANK TFR</b>	<i>Sally Jolly Printing of DG News Autumn 2021 Edition</i>	<i>871.60</i>	<i>0.00</i>	<i>871.60</i>
<b>DEBIT CARD</b>	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>12.64</i>	<i>0.00</i>	<i>12.64</i>

<sup>1</sup> CAB resources are in high demand; DG has a relatively high proportion of disadvantaged households (who typically use such services) and it is hoped CAB might extend some services into DG

<sup>2</sup> Incidences of domestic abuse have increased through the lockdowns and demand for services is high

<sup>3</sup> Lockdown pressures have adversely impacted mental health; the support of the Samaritans is in high demand

<sup>4</sup> Volunteer led group providing transport for hospital visits: volunteer drivers from Dunton Green and users of the service

<sup>5</sup> Recognition of the work Sevenoaks CFR do for Dunton Green: the volunteers regularly check DGPC's defibrillators and manage dealing with suppliers and maintenance contractors (as well as being on call to attend emergencies)

<b>BANK TFR</b>	Getting-IT-Working IT Support August 2021	150.00	0.00	150.00
<b>BANK TFR</b>	Teambase Pavilion Supplies	110.40	22.08	132.48
<b>BANK TFR</b>	Gardens of England Grounds Maintenance August 2021	2719.50	0.00	2719.50
<b>BANK TFR</b>	KCC Photocopier Data Cleansing (old machine)	245.00	49.00	294.00
<b>BANK TFR</b>	KCC Photocopier Lease (01/07-30/09/21)	82.52	16.50	99.02
<b>BANK TFR</b>	Stellar Building & Maintenance Ltd Repairs to dog bin, goal post & removal of metal post Longford Meadow	150.00	30.00	180.00
<b>BANK TFR</b>	Stellar Building & Maintenance Ltd Supply & installation of 5m barrier gate (Longford Meadow)	1350.00	270.00	1620.00
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing August 2021	788.91	157.78	946.69
<b>BANK TFR</b>	Kent County Playing Fields Association Annual Subscription 2021-22	20.00	0.00	20.00
<b>BANK TFR</b>	Pyrovision Ltd Deposit for DG Fireworks Display Sept 2021	375.00	75.00	450.00
<b>BANK TFR</b>	CPRE Annual Subscription 2021-22	36.00	0.00	36.00
<b>BANK TFR</b>	SDC Saturday Freighter August 2021	121.74	24.35	146.09
<b>BANK TFRS</b>	Staff Salaries & Expenses September 2021	2784.95	0.00	2784.95
<b>BANK PMT</b>	HMRC QTR 2 2021/22 PAYE Tax & NI Payment	3092.80	0.00	3092.80
<b>DD</b>	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
<b>DD</b>	British Gas Pavilion Gas Aug/Sept 2021	90.06	4.54	95.50
<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)	285.88	0.00	285.88
<b>BANK TFR</b>	Mr Lewis Ross Done Lewis Ross Music (Fireworks Event 25/09/21)	160.00	0.00	160.00
<b>BANK TFR</b>	Phoenix Medical Services Ltd First Aid Event Support (Fireworks 25/09/21)	100.00	0.00	100.00
<b>DD</b>	Shred Station Confidential Waste Collection (Aug: holding fee)	15.00	3.00	18.00
<b>DD</b>	123-Reg Ltd Domain Name renewal (2021-2023)	23.98	4.80	28.78
<b>BANK TFR</b>	Came & Co (Arthur J Gallagher) Parish Council Insurance Renewal	4394.71		4394.71
<b>BANK TFR</b>	Clean Air (UK) Ltd Annual Legionella Risk Assessment	258.99	51.80	310.79
<b>BANK TFR</b>	SDC Cleaning of Mill RD & Rec / Dog Bin Emptying (Jul-Sep)	408.20	81.64	489.84
<b>BANK TFR</b>	SDC Saturday Freighter Hire (Aug 21)	121.74	24.35	146.09
<b>BANK TFR</b>	Pyrovision Ltd Fireworks Display 2021 (Balance)	3375.00	675.00	4050.00
<b>BANK TFR</b>	SLCC Enterprises Ltd	100.00	20.00	120.00

	Clerk's Training (SLCC National Conference)			
<b>DD</b>	Onecom Ltd Broadband & Telephone August 21	70.31	14.06	84.37
<b>DD</b>	E.On (Unmetered Supply) Aug 2021	80.83	4.04	84.87
<b>DD</b>	EE Mobile phone contract	8.26	1.65	9.91
<b>DD</b>	E.On (Pavilion Electricity) Aug 2021	416.40	83.28	499.68
<b>BANK TFR</b>	Getting-IT-Working IT Support September 2021	150.00	0.00	150.00
<b>October Payments to date</b>				
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing September 2021	788.91	157.78	946.69
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
<b>BANK TFR</b>	Gardens of England Grounds Maintenance September 2021	2328.75	0.00	2328.75
<b>DEBIT CARD</b>	B&Q High security outdoor padlock for height barrier	21.00	0.00	21.00
<b>DEBIT CARD</b>	Scotts of Stow Christmas Decorations (flagpole trees, outdoor battery-operated lights, weatherproof cable reel)	309.30	0.00	309.30
<b>DEBIT CARD</b>	Post Office (Sevenoaks) Postage Stamps	25.20	0.00	25.20
<b>BANK TFRS</b>	Staff Salaries & Expenses October 2021	2861.50	0.00	2861.50
<b>BANK TFR</b>	Able Electrical Ltd Floodlight Maintenance	106.40	21.25	127.68
<b>DEBIT CARD</b>	Timpson Ltd Key Cutting (spare keys for new padlock	14.00	0.00	14.00
<b>DD</b>	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>BANK TFR</b>	Tunbridge Wells Fire Protection Ltd Annual service of fire extinguishers at DG Pavilion	348.05	69.01	417.06
<b>BANK TFR</b>	Spy Alarms Ltd Annual CCTV Maintenance Contract Charge	206.00	41.20	247.20
<b>BANK TFR</b>	Spy Alarms Ltd Fire Alarm Maintenance Contract Charge	428.00	85.60	513.60
<b>October Payments (expected but unconfirmed/not yet paid as at 12/10/21)</b>				
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	279.23	0.00	279.23
<b>DD</b>	British Gas Pavilion Gas Aug/Sept 2021	123.64	6.18	129.82
<b>DD</b>	E.On (Unmetered Supply) Sept 2021	78.22	3.91	82.13
<b>DD</b>	Shred Station Confidential Waste Collection (September)	30.00	6.00	36.00

**ACTION: CLERK**

## 12. PLANNING

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

### 12.1a 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.

Recommendation: Support [Proposed – Cllr. Norton, Seconded – Cllr. Lockey and Agreed. One vote against (Cllr. Hersey)]

**ACTION: CLERK**

**12.1b Planning Application 21/03146/HOUSE**

Location: Castleton London Road

Development: Demolition of existing single storey flat roof rear extension and construction of new pitched roof single storey rear extension.

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

**ACTION: CLERK**

**12.1c Planning Application 21/03074/LBCALT (Amended)**

Location: Building Q14 DRA Fort Halstead Crow Drive Halstead

Development: Refurbishment of Q14 including external alterations to Q14, creation of 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 WCs and suspended ceiling, creation of walls, replacement of doors and associated works.

[Amendment: new red line boundary plan – covering entirety of the listed building and its extensions, A blue line plan is also required, to be consistent with other applications on this site]

Recommendation: No Comment [Proposed – Cllr. Lapham, Seconded – Cllr. Hersey and Agreed]

**ACTION: CLERK**

**12.1d Planning Application 21/03003/PAC**

Location: 136 London Road

Development: Prior notification for a change of use from Commercial, Business and Service (Use Class E) to dwellinghouses (Class C). This application is made under Class MA of The Town and Country Planning (General Permitted Development) (England) Order 2015.

Recommendation: Ratification of Objection submitted\* [Proposed – Cllr. Copeland, Seconded – Cllr. Norton and Agreed]

\* It was noted that the Parish Council is not a consultee on this application despite being an immediate neighbour and the application seriously impacting the access road to the recreation ground and Dunton Green Pavilion. The Clerk advised that Kent Highways and Kent Public Rights of Way have also expressed concerns about a proposed parking area which be adjacent to the access road and potentially be harmful to pedestrians and vehicle users accessing the recreation ground

**12.2 PLANNING NOTIFICATIONS To note the decisions from SDC or the Planning Inspectorate.****12.2a Planning Application 21/03244/WTPO**

Location: 26 The Sidings

Development: Various works to trees

Note: no statutory requirement to publicise this application, for information purposes only

**12.3 Halstead PC Broke Hill Campaign**

After some discussion, it was Resolved that the Parish Council should submit a response reiterating its general position regard to the Green Belt, that development is not acceptable (as follows).

**Broke Hill Inquiry**

**LPA Ref: 19/02616/OUT PINS Ref: APP/G2245/W/21/3273188**

Dunton Green Parish Council objects, as a principle, to development within the Green Belt.

The Broke Hill application site lies within the Green Belt where strict policies of restraint apply. The proposal would be inappropriate development harmful to the maintenance of the character of the Green belt and to its openness. This conflicts with policy L01 of the Sevenoaks Core Strategy and the National Planning Policy Framework.

Dunton Green Parish Council therefore supports Sevenoaks District Council's decision to refuse planning permission.

**Dunton Green Parish Council**

**October 2021**

**ACTION: CLERK**

Regarding a request for financial support for the campaign, it was agreed that this would not be appropriate. The Clerk would forward details of the Interested Parties Day, should any member be minded to attend to speak.

**ACTION: CLERK**



**POST MEETING NOTE:**

*The Clerk, having accessed the Planning Inspectorate portal to submit the document, has found that the deadlines have passed for submissions for interested parties and evidence (and had done so before the recent communication from HPC). The document has, therefore, been submitted to HPC for them to inform their legal team. Details of the Interested Parties Day (Tuesday 2nd November 2021), were forwarded to members. Apparently, the Government Inspector has requested both a list of people taking part and a copy of the main points that they will each present and HPC propose to submit these on or around the 19th October. By the 19th October they will also need to know whether Interested Parties are able to attend at SDC Council Chamber or whether they would prefer to use ZOOM.*

**12.4 SDC Street Naming & Numbering: Confirmation of new address in Lennard Road**

It was noted that there is now a 40A Lennard Road (following the creation of a separate dwelling).

**13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES****13.1 Grounds Maintenance****12.1a Work planned (repairs/maintenance: non-grounds maintenance) update**

The ditches around the recreation have been cleared to aid the drainage of the site and generally tidy the recreation ground. The Clerk was asked if the contractors could be requested to maintain the no-man's land area of hedge on the village green, adjacent to 77 London Road. It was also noted that a section of fence had fallen (or been broken) at Price's Wood (part of the Ryewood estate boundary); the Clerk would report to RMG (the estate's management company).

**ACTION: CLERK**

**13.2 Projects - Updates regarding:****12.2a Climbing Rox**

The Clerk informed members that the latest update from the contractor is that the Climbing Rox could be installed as early as the end of October. This is significantly earlier than had originally been anticipated but the Clerk remained cautious about whether this could be achieved. Members would be kept updated on progress.

**ACTION: CLERK**

**12.2b Seating / benches / litter bins**

The Clerk had not yet ordered these items because they needed to be positioned at Longford Meadow at the same time or after the installation of the Rox. That said, with long lead times, the Clerk would seek to place orders before the November meeting.

**ACTION: CLERK**

**13.3 Pavilion**

Annual maintenance schedules had commenced or were due imminently. The lit bollards next to the Pavilion and around the car park are due to be repaired (whilst one or two seem to work, some are partially working and others not at all). The contractor had identified parts which had not worked but was following up. They should all be in good working order in the coming weeks. Issues with the floodlights had been dealt with (largely by replacing the more complicated system adopted by the previous contractor). The current electrical contractor opts for solutions that should be easy to maintain in the long term and be more cost effective, which is much appreciated.

A quotation had been received for replacing sections of damaged flooring in the Main Hall and the main foyer area. A quotation for full replacement of the flooring had also been received, given that it had not been possible for the contractor to obtain the same flooring, only a close match. Members looked at what damage there was and felt that it was not substantial enough to warrant the level of expenditure required. It was agreed that there would be a watching brief and that when the building is ten years old, the situation could be reviewed with a view to potentially replacing the flooring throughout.

**ACTION: CLERK / BOOKINGS ASSISTANT**

### 13.4 The Queen's Green Canopy

No update. Defer to November meeting

**ACTION: CLERK**

### 13.5 Community Resilience / Emergency Plan - Questionnaire KALC

The Clerk will complete the KALC questionnaire and produce a draft Community Resilience / Emergency Plan (based heavily on the templates provided by the Kent Resilience Forum. The intention would be to have a straightforward document that didn't specify what the emergency might be, but to indicate that the Pavilion would be the central hub of activity with Donnington Hall and the Village Hall providing back up resources.

**ACTION: CLERK**

## 14. HIGHWAYS & TRANSPORTATION

14.1 Meeting with KCC to discuss road safety (focus London Road): to note discussions and actions

The Clerk confirmed that she and Cllr. England had attended a meeting with Cllr. Chard (KCC) and KCC officers. The focus of discussion had been the A224 (London Road/Morants Court Road) as it passes through Dunton Green. Concerns about perceived speeding through the village were discussed. It was agreed that KCC officers would devise schemes to address concerns about the Tesco roundabout (which strictly speaking is located within the boundaries of Riverhead but was the location of an accident recently which resulted in the fatality of a Dunton Green resident). There was a suggestion that the existing pedestrian crossing might be upgraded to become a pelican crossing to help slow traffic coming into and out of the village. The Clerk would seek advice from KCC officers on whether that would be deemed an option. Concerns were also raised about the Star Hill access proposed for Fort Halstead (where there was also a fatality of a cyclist recently) and about Polhill. One scheme that was discussed was the potential for Dunton Green Parish Council to operate a Speed Indicator scheme (Item 14.2 below). The Clerk will chase for further feedback on the plans that KCC indicated that they would prepare.

**ACTION: CLERK**

### 14.2 Parish Speed Indicator (SID) Scheme: To discuss and agree budget for implementation

The Clerk provided information on the two styles of signs and the number of posts available for the two Parish SID scheme packages that are available. The Clerk clarified that before an order can formally be placed, a consultation exercise must be undertaken. This could be conducted via the next edition of Dunton Green News to allow members of the community to confirm whether they agree that such a scheme would be useful in Dunton Green and to comment on any proposals of where posts could be located (although this would be caveated in the knowledge that KCC must approve locations). The Clerk advised that in Riverhead, the Parish Council had extra brackets fitted on each of their posts so that the SID could be turned around (and so used in two directions, albeit in one direction the sign would be on the 'wrong' side). This has the benefit of duplicating the number of positions that the sign can be used in. It was Proposed – Cllr. Norton, Seconded – Cllr. Lockey and Agreed that an advanced SID with 5 posts should be ordered (having completed a consultation), with extra brackets (at a cost of £9000 plus extra bracket costs plus VAT).

**ACTION: CLERK**

## 15. ALLOTMENTS

Nothing to report.

## 16. COMMUNICATION

### 16.1 Newsletter

The copy deadline for the Winter edition was confirmed as 1<sup>st</sup> November. There will be articles on highway safety (including a reminder to wear clothing that is visible), the consultation for the SID scheme, 'Light Up Dunton Green' campaign that was run last Christmas and articles from the school plus councillors (the Clerk had already received articles from Cllrs. Lapham and Hersey). Delivery is expected towards the end of November and beginning of December, depending on print timings.

**ACTION: CLERK / ALL**

## 17. EVENTS



## 17.1 DGPC Events: updates where available

### 17.1a Fireworks 2021

Cllr Lockey thanked everyone who had been able to assist with this year's event. There had been much positive feedback about the event and a good number of people had attended. It was noted, however, that the MUGA and the tennis courts had not been locked which had then caused issues with having to continually ask people to leave those areas for their safety. The Clerk will purchase a set of padlocks for use exclusively on those gates so that they can be locked ahead of the event next year. It was also noted that the zipwire needs to be locked out of use because people were allowing their children to use the equipment which meant that they were then in close proximity to the firing area. The Clerk was asked to book Provision for 2022.

**ACTION: CLERK**

### 17.1b Remembrance Day / Christmas plans: to consider

The Remembrance Day Service takes place on Sunday 14<sup>th</sup> November. The Clerk and Cllr. Lockey are working on an Order of Service. St. Mary's Riverhead will ensure that someone is available to lead the service; the school has been asked to be involved, as have the Scouts and Rainbows. The service will take place inside the Village Hall, with the event culminating in the wreath laying outside at the War Memorial.

The Clerk was asked to include something in the newsletter asking whether there is anyone in Dunton Green with connections to more recent conflicts who might wish to get in touch ahead of next year's service. It was felt that there might well be other people that could be remembered.

**ACTION: CLERK / PL**

It was agreed that the Christmas Singalong should be planned to take place on Friday 17<sup>th</sup> December at 6pm. As many councillors as possible will need to attend to assist with the organisation on the day. Details of what format the event will take will be discussed and agreed at the November meeting. The Clerk confirmed that battery operated lights have been purchased to adorn the hanging baskets along the length of the village green and that that three 'flagpole Christmas Trees with lights' have been purchased. There would need to be some thought given as to how all three can be erected and powered on the village green and the Clerk will speak with the Parish Council's electrical contractors for advice and assistance.

**ACTION: CLERK**

### 17.1c 2022 Events

Deferred to next meeting.

**ACTION: CLERK**

## 18. CORRESPONDENCE

### 18.1 To consider a list of correspondence received since the September 2021 meeting

The following correspondence items were noted:

Local Councils Update - October 2021

KALC NEWS - September 2021 (forwarded by email 05/10)

Kent PCC - Police & Crime Plan Survey

SDC - Community Plan Consultation (deadline 02/01/2022)

KCC - Adult Social Care Strategy Consultation (deadline 24/10/21)

Resident - Saturday Freighter Query

Resident - Fireworks Display Advertising

Resident - Fly tipping / littering Ryewood and environs

KCC - Kent Rail Summit 20/10/21 6pm

Lord Lieutenant's Office - A Guide to taking part in The Queen's Platinum Jubilee Beacons - 2 June 2022

High Weald Councils Aviation Group - Proposed expansion at Gatwick Airport - Aviation Meeting 18/10/21 Invite

KALC - AGM Programme (13/11/21 - virtual): information to be forwarded to KALC representatives Cllrs. England and Hersey **ACTION: CLERK**

Citizens Advice - Invitation to join Advisory Group re plastics packaging & recycling in local area (Pledge2Recycle Plastics): information to be forwarded to Cllrs. Norton and Lapham **ACTION: CLERK**

Recoup - Invitation to join Advisory Group re plastics packaging & recycling in local area (Pledge2Recycle Plastics): information to be forwarded to KALC representatives Cllrs. Norton, Lockey and Lapham **ACTION: CLERK**  
Ian Osburn PRR Ltd - Pounsley Road Car Park Area proposal (as per information emailed): after some discussion of a proposal and suggestion that the Parish Council gift a parcel of land currently used as a car parking area to Pounsley Road Residents Ltd (PRR Ltd), it was Proposed – Cllr. Lapham, Seconded – Cllr. Norton and Agreed that whilst the Parish Council has no objection to the ongoing use of that area as a car park, Dunton Green Parish Council will not transfer the land to PRR Ltd.

The Clerk was requested to write a letter indicating that despite claims about what was allegedly agreed (either purportedly with the Clerk or the Parish Council) and the giftor's 'expectations', the Parish Council has a quite different recollection (as does the Clerk and the Parish Council's solicitor). The Parish Council refutes the claim that at any point in the negotiations relating to the transfer of Price's Wood that there was any discussion about the car park area subsequently being transferred to the residents and that if the giftor had wanted such a transaction to take place, he should have organised that as a separate transfer and indicated that this was a condition of transfer. He did not. Indeed, he had been very clear in his rationale for not transferring Price's Wood to the residents of Pounsley Road. The Parish Council has an established policy of refusing requests to sell or transfer parts of land that it owns, and that position remains unchanged. The Parish Council has no wish to now set a precedent by transferring this land, be that by gift or purchase. **ACTION: CLERK**

## 19. DATE OF NEXT MEETING

19.1 Scheduled: November 9<sup>th</sup>, 2021 (7.30pm) – Dunton Green Pavilion

## 20. PUBLIC SESSION

None.

The meeting closed at 9.43pm.