



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 9th November 2021 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

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

Apologies (accepted): Cllrs. Gomes-Chodynieski, Bayley (SDC), Brown (SDC), Chard (KCC)

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

02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 12th October 2021 were approved as a true record.

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

03. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr. Lockey – personal / non-pecuniary interest in Item 11.7 (Morants Court Road)

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 has attended a 'Report Writing for Local Councils' webinar.

05. DGPC REPRESENTATIVES – EXTERNAL BODIES

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

No meetings attended.

5.2 Meetings due to be attended

KALC AGM (13/11/21) – Cllr. England to attend

Donnington Hall Management Committee – AGM 23/11/21

06. COVID-19

No developments since the October meeting that have affected the operation of the Parish Council or its facilities.

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

The Clerk advised that moving forward the agenda will only include items with a specific point of business and that there will be more detail about the items and the expectations relating to the item (to note, consider, agree etc).

08. COMMUNITY DEVELOPMENT & SAFETY

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

The PCSO's monthly report focussed on reporting of crime and anti-social behaviour (ASB) to the proper places (namely the Police or the Community Safety Unit). The Clerk confirmed that there has been an increase in ASB in the village, largely in the recreation ground with community activities having been affected by the intimidation and

aggression of groups of young people. The PCSO has collected CCTV images and expects to visit schools to identify young people and then make visits to them and parents. There are also steps being taken to follow up on the extremist graffiti that has been a problem throughout the village.

A mobile wildlife camera has been purchased by the Parish Council and will be used in strategic places (following all the requirements regarding advising that CCTV is in operation).

ACTION: CLERK

Following a suggestion from the Clerk, it was Proposed – Cllr. Lapham, Seconded – Cllr. Norton and Agreed that CCTV should be installed on the floodlights at the courts to provide better and clearer coverage of those areas, for the health and safety of all.

ACTION: CLERK

8.2 Youth Activities

It was Proposed – Cllr. Carrol, Seconded – Cllr. Copeland and Agreed that a decision taken between meetings to engage Mr K Wilson to provide Community Street Cricket sessions for young people be ratified. The sessions are expected to commence from Tuesday 16th November and details will be advertised.

ACTION: CLERK / BOOKINGS ASSISTANT

8.3 Seniors Activities

Age UK will be holding a Christmas Lunch on 1st December (the school choir will be in attendance). The Clerk will ask the volunteers whether they might wish to organise a gathering to celebrate the Queen's Platinum Jubilee (with a financial contribution from the Parish Council).

ACTION: CLERK

09. FINANCE

9.1 Bank Reconciliation

A bank reconciliation (one to 31st October 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 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 31/10/2021

Description	Value £	Value £
Cash in hand 01/04/2021		£162,561.86
ADD Receipts 01/04/2021 – 31/10/2021		£165,589.43
TOTAL		£328,151.29
SUBTRACT		
Payments 01/04/2021 – 31/10/2021		£122,176.90
A: Cash in hand 30/09/2021		£205,974.39
Cash in hand per Bank Statements		
NatWest Reserve 31/10/2021	£110,876.13	
NatWest Current 31/10/2021	£14,888.40	
CCLA Public Sector Deposit 30/09/2021	£40,209.86	
CCLA Local Authorities Property Fund 31/03/2021	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£205,974.39
Less unpresented cheques		£0.00
TOTAL		£205,974.39
Plus unpresented receipts		£0.00
B: Adjusted Bank Balance		£205,974.39

9.2 Budget Setting Process

To include Year To Date Analysis (Apr-Sep inclusive) 2021-22 & first draft Budget recommendations for 2022-23. The Clerk provided hard copies of a document comprising the Year-To-Date status to 31st October which included a projection to the year end. Alongside that information are draft proposals for the budget for 2022-23 (and 2023/4 and 2024/5).

Acknowledging that the information had not been provided early enough for members to consider all of the information, the Clerk asked members to review all of the details outside of the meeting and to get back to her by no later than 30th November with any questions about the data and any suggestions for anything that ought to be considered going forward (events, projects etc) that might not be included already (or that the Clerk can confirm are included). A revised budget will then be drafted with any input received and re-issued at the beginning of December for consideration and agreement at the December meeting.

ACTION: ALL COUNCILLORS

ACTION: CLERK

10.1 ACCOUNTS FOR PAYMENT

10.1 List of payments for approval

It was Proposed – Cllr. Cllr. Carrol, 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 £
October Payments (reported at October meeting in <i>italics</i>)				
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing September 2021</i>	788.91	157.78	946.69
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	12.64	0.00	12.64
BANK TFR	<i>Gardens of England Grounds Maintenance September 2021</i>	2328.75	0.00	2328.75
DEBIT CARD	<i>B&Q High security outdoor padlock for height barrier</i>	21.00	0.00	21.00
DEBIT CARD	<i>Scotts of Stow Christmas Decorations (flagpole trees, outdoor battery-operated lights, weatherproof cable reel)</i>	309.30	0.00	309.30
DEBIT CARD	<i>Post Office (Sevenoaks) Postage Stamps</i>	25.20	0.00	25.20
BANK TFRS	<i>Staff Salaries & Expenses October 2021</i>	2861.50	0.00	2861.50
BANK TFR	<i>Able Electrical Ltd Floodlight Maintenance</i>	106.40	21.25	127.68
DEBIT CARD	<i>Timpson Ltd Key Cutting (spare keys for new padlock</i>	14.00	0.00	14.00
DD	<i>Virgin Mobile Phone monthly contract</i>	7.00	1.40	8.40
DD	<i>SAGE UK Ltd Payroll software</i>	7.00	1.40	8.40
BANK TFR	<i>Tunbridge Wells Fire Protection Ltd Annual service of fire extinguishers at DG Pavilion</i>	348.05	69.01	417.06
BANK TFR	<i>Spy Alarms Ltd Annual CCTV Maintenance Contract Charge</i>	206.00	41.20	247.20
BANK TFR	<i>Spy Alarms Ltd Fire Alarm Maintenance Contract Charge</i>	428.00	85.60	513.60
DD	<i>B&CE HSM Ltd (The People's Pension)</i>	279.23	0.00	279.23
DD	<i>British Gas Pavilion Gas Aug/Sept 2021</i>	123.64	6.18	129.82
DD	<i>E.On (Unmetered Supply) Sept 2021</i>	78.22	3.91	82.13
DD	<i>Shred Station Confidential Waste Collection (September)</i>	34.00	6.80	40.80

DEBIT CARD	Amazon Child foot stools for toilets	23.97	0.00	23.97
DEBIT CARD	HM Land Registry / World Pay Title Registers & Plans (x3)	18.00	0.00	18.00
DEBIT CARD	RBL Poppy Appeal Wreaths Donations	87.00	0.00	87.00
BANK TFR	Spy Alarms Ltd Intruder Alarm Maintenance & Dualcom Monitoring Contract	791.00	158.20	949.20
DEBIT CARD	K&F Concept Wildlife (CCTV) Camera	42.19	0.00	42.19
DD	EE Mobile phone contract	8.26	1.65	9.91
BANK TFR	Streetlights Annual streetlight maintenance contract (2/2)	838.12	167.62	1005.74
DEBIT CARD	Able Electrical Ltd Bollard Repairs & Maintenance	345.56	69.12	414.68
DD	E.On (Pavilion Electricity) Sept 2021	392.11	78.42	470.53
DEBIT CARD	Amazon Office supplies	33.23	6.65	39.88
BANK TFR	KCC Photocopier charges (old machine – final)	30.54	6.11	36.65
BANK TFR	Mr K Wilson Community Youth Street Cricket sessions (x12)	720.00	0.00	720.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing & windows Oct '21	899.11	179.82	1078.93
BANK TFR	KALC/Eventbrite Report Writing for Local Councils (Clerk's training)	35.00	7.00	42.00
BANK TFR	Gardens of England Grounds Maintenance October 2021	2966.50	0.00	2966.50
DD	Onecom Ltd Broadband & Telephone Sept 21	68.66	13.73	82.39
November Payments to date				
BANK TFR	Kent Panthers Basketball Sessions (06/09-29/011)	650.00	0.00	650.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
BANK TFR	KCC Photocopier leasing 01/10-31/12 (new machine)	82.52	16.50	99.02
BANK TFR	Getting-IT-Working IT Support October 2021	150.00	0.00	150.00
BANK TFR	Express Keys & Lock Services Door adjustment (Pavilion)	50.00	10.00	60.00
BANK TFRS	Staff Salaries & Expenses November 2021	2843.86	0.00	2843.86
DEBIT CARD	Dropbox Annual subscription renewal	79.90	15.98	95.88
DEBIT CARD	Amazon 3 External noticeboards (info boards for courts)	174.87	34.98	209.85
November Payments (expected but unconfirmed/not yet paid as at 09/11/21)				
DD	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	E.On (Pavilion Electricity) Oct 2021	328.88	65.78	394.66
DD	British Gas Pavilion Gas Oct 2021	133.32	6.66	139.98
DD	E.On (Unmetered Supply) Oct 2021	80.83	4.04	84.87

DD	B&CE HSM Ltd (The People's Pension)	280.49	0.00	280.49
DD	Shred Station Confidential Waste Collection (October)	35.00	7.00	42.00

ACTION: CLERK

11. PLANNING

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

11.1a Planning Application 21/03373/HOUSE

Location: 35 London Road

Development: Formation of parking area to the front of 35 London Road to include a new crossover

Recommendation: Support

11.1b Planning Application 21/03375/HOUSE

Location: 37 London Road

Development: Formation of parking area to the front of 37 London Road to include a new crossover

Recommendation: Support

It was Proposed – Cllr. Lapham, Seconded – Cllr. Norton and Agreed that the recommendations in Items 11.1a and 11.1b be ratified.

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

No current planning applications to consider.

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

11.3a Planning Application 21/02176/HOUSE

Location: 97 London Road

Development: 2 storey side extension, to include demolition of existing outbuilding

GRANT OF PLANNING APPLICATION: Subject to conditions

11.3b 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.

WITHDRAWAL OF PLANNING APPLICATION

It was noted that an Appeal had apparently been lodged in relation to application 21/00999/FUL 149-155 London Road (Demolition of the existing buildings and erection of 7 flats with associated parking area). The Parish Council had not been advised about the Appeal and the Clerk was asked to chase the Planning Department at SDC as there was a reported deadline for submission of comments to the Inspector of 20th November.

ACTION: CLERK

11.4 SEVENOAKS DISTRICT COUNCIL CALL FOR SITES

It was noted that the emerging Local Plan is being reviewed and as part of that process SDC has launched a call for sites.

11.5 SEVENOAKS DISTRICT CHARACTER STUDY

It was noted that a 3-week survey (18/10 – 08/11/21) has been launched.

11.6 SEVENOAKS DISTRICT COUNCIL HOUSING STRATEGY

It was noted that SDC is in the process of renewing its Housing Strategy for the next five years and has appointed Arc4 to help deliver a draft document for consideration by Members prior to public consultation and formal adoption by Council. The Clerk will forward details of the consultation questions to members.

ACTION: CLERK

11.7 MORANTS COURT ROAD

It was noted that some works are being undertaken at land off Morants Court Road. Cllr. Lockey had contacted Planning Enforcement to advise them that this work had started and to confirm that there had been no applications for any works to be undertaken. There are concerns about the access rights to the land. Currently, because the work (laying of material to create a roadway into the site and clearance of vegetation, including trees) is deemed to be temporary or clearance work only, there seemingly is little that the Planning Officers can do. Access is apparently a civil (not a planning) matter. The site is being monitored and Planning Enforcement will be contacted again as soon as there are any further developments.

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Grounds Maintenance

12.1a Work planned (repairs/maintenance: non-grounds maintenance) update

Information boards have been purchased to be put up close to the three entrance points to the courts to hold information about when the courts are reserved for community activities, to indicate that CCTV is in operation and to hold contact details) These will be installed as soon as possible.

ACTION: CLERK / BOOKINGS ASSISTANT

Following an onsite meeting with Ollie Ireland and some volunteers who form part of the Friends of Price's Wood group, there is a suggestion from the group that a small noticeboard would be very useful for them to be able to advertise any events around the Bike Trail or litter picking/clearing. Members agreed that this would be a good idea and the Clerk was instructed to proceed.

ACTION: CLERK / BOOKINGS ASSISTANT

It was noted that the mechanism by which the post is locked into place for the recreation ground car park barrier has been broken. This will need to be repaired for the barrier to be locked.

ACTION: CLERK / BOOKINGS ASSISTANT

12.2 Projects - Updates regarding:

12.2a Climbing Rox

The information reported previously regarding an October start date was not correct and the contractor has since confirmed that work should commence in November. However, the crane company and the installers require official information regarding underground utilities and will not commence until that has been made available. The Clerk has already confirmed that there is no equipment belonging to the National Grid, UK Power Networks or Southern Gas Networks but must obtain information regarding water companies and telecommunications. It is hoped that this information can be obtained so that it does not delay the schedule of works.

ACTION: CLERK

12.2b Seating / benches / litter bins

The Clerk confirmed that she has been able to submit an order for benches and tables via the Welcome Back Fund. SDC had indicated that there was a sum of money that could be used by DGPC and so these have been ordered (and can be installed at Longford Meadow and the Recreation Ground). There is no indication of the timescale for the submission of the order and delivery of the units, but it is in hand. Litter bins will be ordered separately, and arrangements made for their installation.

ACTION: CLERK / BOOKINGS ASSISTANT

12.3 Pavilion

Nothing to report other than a need to attract some new commercial hirers to start to plug the gap created by the loss of the bulk of a major hirer's bookings. Party bookings have resumed and seem to be steady.

12.4 The Queen's Green Canopy

There had been a suggestion to plant 70 trees to create an avenue along Rye Lane (the section of Rye Lane that is the motorway bridge/Oxford end of DG). Following some discussion with the Parish Council's Grounds Maintenance contractor and their advice to stay on Parish Council owned land (to avoid the complications of future management and care of the trees having to be agreed at the outset, along with the necessary access to do so), the Clerk

recommended to the Council that the focus should perhaps be Price's Wood, Longford Meadow, and the Recreation Ground.

One suggestion is to plant some native species in Price's Wood (which is on the Parish Council's to do list anyway) and perhaps look at a few more trees at Longford Meadow, once the Climbing Rox has been installed, to help soften the landscape, provide more interest, and generally enhance the environment there. Members agreed that such planting schemes should be devised and planned.

ACTION: CLERK

The discussions led to the Recreation Ground and more specifically the extension land owned by DGPC adjacent. Cllr. Lapham advised that he had been in personal contact with the Kent Wildlife Trust (KWT) to establish if there might be any interest in KWT being involved in a project to enhance that land with planting. This could have the impact of helping to resolve issues with the land flooding (as trees will take up a good deal of the excess water) and there could be potential to create an area for the community to use which would be of benefit to future generations and the environment. The broad spectrum of such a project would be to provide (for example) different habitats for wildlife, observation interests through CCTV monitoring of birds' nests, cinder paths for people to access the area, tree planting. It would be a long-term project in that it would take time for trees to fully establish and for habitats to develop. Cllr. Lapham was asked to re-engage with KWT but as a councillor and copying the Clerk into those communications, so that discussions might then take a more formal step forward.

ACTION: AL

ACTION: CLERK

The Woodland Trust would also be contacted, as they have a supply of trees that the Parish Council might be able to order to start some of these projects.

ACTION: CLERK

13. HIGHWAYS & TRANSPORTATION

It was noted that a padlock on the height barrier at the station had gone missing. This would be reported direct to the Station Manager by Cllr. Carrol.

ACTION: AC

14. ALLOTMENTS

Nothing to report.

15. COMMUNICATION

15.1 Newsletter

The newsletter is currently a work in progress. Printed copies are anticipated to be available for delivery over the first two weekends of December (delivery expected w/c 29th November).

ACTION: CLERK / ALL COUNCILLORS

16. EVENTS

16.1 DGPC Events: updates where available

16.1a Remembrance Day Sunday 14th November 10.45am

Cllr. Lockey asked for volunteers to read elements of the Order of Service. The Scouts will be in attendance and have been allocated sections to read, as have the Head Boy and Head Girl from the school. It was confirmed that this year's service will be held outside (because of concerns raised by various organisations should the service take place inside the Village Hall). Posters to advertise the service have been produced and are on DGPC's social media and noticeboards. The Order of Service has been prepared and is ready for collection together with the wreaths, at the office.

16.1b Christmas Singalong Friday 17th December 6pm

Cllr. Lockey confirmed that the plan is to put up a small gazebo on the Village Green, pipe some music through the audio equipment for people to sing to and provide refreshments (mulled wine and mince pies). Members were asked to try to be available on the day to help set up and take part.

The Clerk confirmed that the new lighting arrangement is not due for delivery until end November/beginning of December, but as soon as they have been delivered, they can be put up.

16.1c 2022 Events

It was agreed that the Annual Parish Meeting (and therefore the Parish Reception) would be held on the evening of Wednesday 30th March at 7pm at the Pavilion.

Whilst dates for other events in 2022/23 might not be agreed, the Clerk reminded Councillors that it was important to consider what range of activities the Parish Council wished to host for budgetary purposes. Feedback would therefore be welcome by 30th November, to feed into that process.

ACTION: ALL COUNCILLORS

17. CORRESPONDENCE

17.1 To consider a list of correspondence received since the October 2021 meeting

The following correspondence items were noted:

Local Councils Update - November 2021

NSALG Ltd - Allotment & Leisure Gardener Issue 4 2021

St. Mary's Riverhead & DG - Christmas Tree Festival invitation to display a tree

KALC - Contain Outbreak Management Fund -funding available for parish councils

CPRE - Kent Countryside Voice Autumn-Winter 2021/22

Resident - Query re land behind Rose Garden and trees on village hall land

Resident – Complaint about traffic volumes and speeds

18. DATE OF NEXT MEETING

18.1 Scheduled: December 14th, 2021 (7.30pm) – Dunton Green Pavilion

19. PUBLIC SESSION

None.

The meeting closed at 8.43pm.