



## MINUTES of a Meeting held virtually on Tuesday 4<sup>th</sup> May 2021 at 7.30pm

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

### 00. PUBLIC SESSION

None.

### 01. ELECTION: CHAIRMAN

The Council was requested to elect a member as Chairman of the Parish Council

#### 1.1 Chairman: Cllr. England

Election of this candidate was Proposed – Cllr. Lapham, Seconded – Cllr. Lockey and Agreed.

### 02. DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman was requested sign a declaration of acceptance of this office. Due the meeting taking place virtually, the Chairman will be provided with a declaration of acceptance of this office, to be signed (witnessed by the Clerk).

### 03. PRESENT / APOLOGIES

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

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

Absent: Cllrs. Gomes-Chodyniewski

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

### 04. ELECTIONS: VICE CHAIRMAN / COMMITTEES / REPRESENTATIVES

The Council was requested to elect members to the following positions:

#### 4.1 Vice-Chairman: Cllr. Lockey

Election of this candidate was Proposed – Cllr. England, Seconded – Cllr. Lapham and Agreed.

The Vice-Chairman was requested sign a declaration of acceptance of this office. Due the meeting taking place virtually, the Vice-Chairman will be provided with a declaration of acceptance of this office, to be signed (witnessed by the Clerk).

The Council is requested to consider the appointment of the following committees and, if appropriate, to elect members to the following committees:

#### 4.2 Finance & General Purposes Committee: Cllrs. England, Hersey, Lockey, Gomes-Chodyniewski & Norton

It was Proposed - Cllr. Lockey, Seconded – Cllr. Norton and Agreed that these candidates be elected to the committee.

#### 4.3 Planning & Development Committee: ALL Councillors

It was Proposed - Cllr. Norton, Seconded – Cllr. Copeland and Agreed that these candidates be elected to the committee.

Terms of reference for committees must be reviewed & agreed at the first meeting of each committee and a Chairman is to be appointed.

The Council was requested to elect members to the following positions:

#### 4.4 Councillor responsible for Allotments: Cllr. Hersey

It was Proposed - Cllr. Lockey, Seconded – Cllr. Parker and Agreed that this candidate be elected.

The Council was requested to consider the validity of the following positions on outside bodies and, if appropriate, to elect members to the following positions:

#### 4.5 KALC Representative(s): Cllrs. Hersey and England

Election of these candidates was Resolved.

#### 4.6 Representative on Village Hall Management Committee: Cllr. Copeland

Election of this candidate was Resolved.

#### 4.7 Representative on Donnington Hall Management Committee: Cllr. Lapham

Election of this candidate was Resolved.

#### 4.8 Representatives on the Fort Halstead Working Group: Cllrs. Hersey and England

Election of these candidates was Resolved, although it remained unclear as to whether this Working Group was still in existence (having not met for several years). Clerk to follow up.

### 05. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 13<sup>th</sup> April 2021 were approved as a true record.

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

### 06. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

### 07. GENERAL ADMINISTRATION

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

None.

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

The Clerk had attended a webinar on ‘Improving Sustainability & Resilience in Communities’ at the end of April. Cllr. Carrol commented on how informative the KALC Planning Conference had been and that there are many worrying changes in planning being proposed.

#### 7.3 Standing Orders – Review

The Clerk confirmed that the Standing Orders had been amended to reflect here being no requirement for councillors to stand when speaking. It was Resolved that no further amendments were required at this time. The Clerk will provide members with an updated copy of the Standing Orders, for their reference and information.

**ACTION: CLERK**

#### 7.4 Virtual / Face to Face Meetings update (if available); Scheme of Delegation

Members had been provided with updates throughout recent weeks regarding developments in relation to virtual meetings. As had been reported to members, the High Court has concluded that existing legislation specifies that council meetings must take place in person at a single, specified, geographical location and being “present” at such a meeting involves physical presence at that location.

It was also confirmed that regulations which have allowed councils to meet remotely during the COVID-19 outbreak, do not apply to meetings after 6 May and that the Government has concluded that it is not possible to secure primary legislation to extend the regulations to meetings beyond this date. This means that virtual and hybrid meetings are not permitted after 6<sup>th</sup> May.

This potential scenario was the reason for the May DGPC meeting being brought forward a week, to allow it to be held virtually. Future meetings must now take place face to face. There was some discussion around whether members were comfortable with arranging such a meeting for June, given the individual circumstances of some members. It was concluded that there were sufficient members either unprepared or hesitant to attend a face-to-face meeting in June that a June meeting would not be feasible.

It was Proposed – Cllr. Lockey, Seconded – Cllr. Norton and Agreed that the Parish Council would next meet on 13<sup>th</sup> July in a face to face capacity. This being the case, the Scheme of Delegation was to be adopted, to allow the Clerk to continue the work of the Council.

**ACTION: CLERK**

Councillors were reminded that email communications during this period would be more important than ever and that they should monitor their inboxes regularly.

**ACTION: ALL**

## 7.5 Appointment of Bookings & Facilities Assistant

Wendy Jackson was introduced to members and welcomed to DGPC. Her attendance at this meeting was an opportunity for her to hear more about the role of the Parish Council in the village, to see who the councillors are and for members to become acquainted with her. Wendy would be given a tour of the village by the Chairman on 5<sup>th</sup> May and would later be given an induction by the Clerk.

## 08. DGPC REPRESENTATIVES – EXTERNAL BODIES

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

None.

### 8.2 Meetings due to be attended

It was noted that a meeting of the Donnington Hall Management Committee was scheduled for 18<sup>th</sup> May.

## 09. COVID-19

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

Hirers with clients under 18 had returned to indoor activities; indoor adult classes are not permitted to resume until May 17<sup>th</sup>. The Parish Council's requirement that those using the facilities maintain social distancing and sanitise their hands will continue, for the safety of all those using the facilities.

**ACTION: CLERK / BOOKINGS ASSISTANT**

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

Nothing to report not covered by agenda items.

## 11. COMMUNITY DEVELOPMENT & SAFETY

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

Further to the reports of broken glass earlier in April at the recreation ground, CCTV footage had been recovered which captured a bottle being broken next to the Pavilion. The PCSOs had attended the Pavilion to retrieve the footage in the hope that the culprits could be identified.

## 12. FINANCE

### 12.1 Bank Reconciliation

A bank reconciliation to 30<sup>th</sup> April 2021 was presented by the Clerk and it was Resolved that it be accepted. The Chairman confirmed that she would verify all the bank balances stated on the reconciliations against the bank / investment statements when it was safe and appropriate to do so at the office.

**ACTION: CLERK**

**ACTION: FE**

## BANK RECONCILIATION TO END 30/04/2021

Description	Value £	Value £
<b>Cash in hand 01/04/2021</b>		<b>£162,561.86</b>
ADD Receipts 01/04/2021 – 30/04/2021		£77,017.07
TOTAL		£239,578.93
SUBTRACT		
Payments 01/04/2021 – 30/04/2021		£13,859.31
<b>A: Cash in hand 28/02/2021</b>		<b>£225,719.62</b>
Cash in hand per Bank Statements		
NatWest Reserve 30/04/2021	£131,870.72	
NatWest Current 30/04/2021	£13,645.39	
CCLA Public Sector Deposit Fund 31/03/2021	£40,203.51	
CCLA Local Authorities Property Fund 31/03/2021	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£225,719.62</b>
Less unrepresented cheques		£0.00
TOTAL		£225,719.62
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£225,719.62</b>

## 13. ACCOUNTS FOR PAYMENT

## 13.1 List of payments for approval

It was Proposed – Cllr. Lockey, Seconded – Cllr. Carrol 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>April Payments (reported at April meeting in italics)</b>				
<b>DEBIT CARD</b>	<i>Adobe Systems Software Adobe Acrobat subscription</i>	<i>12.64</i>	<i>0.00</i>	<i>12.64</i>
<b>BANK TFR</b>	<i>Gardens of England Grounds Maintenance March 2021</i>	<i>2629.00</i>	<i>0.00</i>	<i>2629.00</i>
<b>BANK TFR</b>	<i>CJS Plants Ltd Hanging Baskets &amp; Planters (Apr-Sep inclusive)</i>	<i>2072.50</i>	<i>414.50</i>	<i>2487.00</i>
<b>BANK TFR</b>	<i>Lionel Robbins Internal Audit of 2020/21 Accounts 8<sup>th</sup> April 2021</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>
<b>BANK TFR</b>	<i>Staff Salaries &amp; Expenses April 2021</i>	<i>2273.33</i>	<i>0.00</i>	<i>2273.33</i>
<b>BANK TFR</b>	<i>Scribe (Starboard Systems Ltd) Scribe Accounts Annual Software Licence</i>	<i>420.00</i>	<i>84.00</i>	<i>504.00</i>
<b>DEBIT CARD</b>	<i>The Flag Shop Ltd Replacement Union Flag</i>	<i>19.94</i>	<i>3.99</i>	<i>23.93</i>
<b>DEBIT CARD</b>	<i>AMAZON Office Supplies</i>	<i>24.16</i>	<i>4.83</i>	<i>28.99</i>
<b>DD</b>	<i>Virgin Mobile Phone contract</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
<b>DEBIT CARD</b>	<i>The Key Safe Company Ltd Police Approved Key Safes (x2) to replace old</i>	<i>99.90</i>	<i>19.98</i>	<i>119.98</i>
<b>DD</b>	<i>E.On (Pavilion Electricity) March 2021</i>	<i>397.00</i>	<i>79.40</i>	<i>476.40</i>
<b>DD</b>	<i>British Gas Pavilion Gas March 2021</i>	<i>254.02</i>	<i>50.80</i>	<i>304.82</i>
<b>DD</b>	<i>SAGE UK Ltd Payroll software</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
<b>DD</b>	<i>B&amp;CE HSM Ltd (The People's Pension)</i>	<i>277.15</i>	<i>0.00</i>	<i>277.15</i>
<b>DD</b>	<i>E.On (Unmetered Supply) March 2021</i>	<i>80.83</i>	<i>4.04</i>	<i>84.87</i>
<b>DD</b>	<i>Shred Station Confidential Waste Collection (Mar 21: holding fee)</i>	<i>15.00</i>	<i>3.00</i>	<i>18.00</i>
<b>BANK TFR</b>	<i>Getting-IT-Working</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>

	IT Support April 2021			
<b>DD</b>	EE Mobile phone contract	8.26	1.65	9.91
<b>DD</b>	Onecom Ltd Broadband & Telephone April 21	68.66	13.73	82.39
<b>BANK TFR</b>	Gardens of England Grounds Maintenance April 2021	2523.00	0.00	2523.00
<b>BANK TFR</b>	KALC Annual subscription 2021-22	1006.16	201.23	1207.39
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing & window cleaning April 2021	399.83	79.98	479.81
<b>May Payments to date - None</b>				
<b>May Payments (expected but unconfirmed/not yet paid as at 04/05/21)</b>				
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat subscription	12.64	0.00	12.64
<b>DD</b>	Virgin Mobile Phone contract	7.00	1.40	8.40
<b>DD</b>	British Gas Pavilion Gas Mar/Apr 2021	221.58	44.31	265.89
<b>BANK TFR</b>	Staff Salaries & Expenses May 2021			
<b>DD</b>	E.On (Pavilion Electricity) Mar/Apr 2021			
<b>BANK TFR</b>	Getting-IT-Working IT Support May 2021			
<b>DD</b>	Shred Station Confidential Waste Collection (Apr 21: holding fee)			
<b>DD</b>	SAGE UK Ltd Payroll software			
<b>DD</b>	E.On (Unmetered Supply) April 2021			
<b>DD</b>	B&CE HSM Ltd (The People's Pension)			
<b>DD</b>	EE Mobile phone contract			
<b>DD</b>	Onecom Ltd Broadband & Telephone February 21			

**ACTION: CLERK**

## 14. PLANNING

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

### 14.1a Planning Application 19/05000/HYB – AMENDED CONSULTATION

Location: DSTL Fort Halstead Crow Drive

Development: Hybrid application comprising, in outline: development of business space (use classes B1a/b/c) of up to 27,773 sqm GEA; works within the X enclave relating to energetic testing operations, including fencing, access, car parking; development of up to 635 residential dwellings; development of a mixed use village centre (use classes A1/A3/A4/A5/B1a/D1/D2); land safeguarded for a primary school; change of use of Fort Area and bunkers to Historic Interpretation Centre (use class D1) with workshop space and; associated landscaping, works and infrastructure. In detail: demolition of existing buildings; change of use and works including extension and associated alterations to buildings Q13 and Q14 including landscaping and public realm, and primary and secondary accesses to the site.

This application has now been amended, and a summary of the main changes are set out below:

The applicant has provided an amended demolition plan, demonstrating the retention of buildings X23, X47, X76 and X77 which were previously proposed to be demolished, and the demolition of buildings X43.1 and X43.2.

*Application revalidated due to incorrect red line site boundary and ownership certificates. Amended site location plan, parameter plans and detailed plans of site access received.*

Recommendation: It was Resolved that there was nothing that would warrant further comment from the Parish Council. Multiple sets of comments have already been submitted.

### 14.1b Planning Application 21/00883/HOUSE

Location: 17 Bankside

Development: Demolition of a conservatory and its replacement with a part two storey and part single storey rear extension

Recommendation: No Comment. Proposed Cllr. Lapham, Seconded – Cllr. Norton and Agreed.

**ACTION: CLERK**

#### 14.1c Planning Application 21/01065/HOUSE

Location: 80 Lennard Road

Development: Ground floor rear extension, replace existing ground floor pitch roof with flat roof

Recommendation: No Comment. Proposed Cllr. Lockey, Seconded – Cllr. Lapham and Agreed.

**ACTION: CLERK**

#### 14.1d Planning Application 21/01060/HOUSE

Location: 2 Camden Villas London Road

Development: Formation of vehicle access. Demolition of wall.

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

**ACTION: CLERK**

#### 14.1e Planning Application 21/01261/HOUSE

Location: Great Dunton Farm House London Road

Development: Replacement of existing conservatory and rear addition to form new dining and living room extension and alterations to fenestration.

Recommendation: Objection. Proposed Cllr. England, Seconded – Cllr. Lapham and Agreed.

The Parish Council objects to all development in the Green Belt. With regard to this application, the Parish Council seeks assurances from Sevenoaks District Council that the proposal does not exceed permitted development limits, should it be approved. It is understood that there have already been extensions to the original footprint of the property and that this proposal might potentially increase the footprint beyond what is permitted.

**ACTION: CLERK**

#### 14.1f Planning Application 21/01344/HOUSE

Location: 25 Donnington Road

Development: To demolish the conservatory and construct a single storey rear extension with rooflight

Notice of this application had only been received on the day of the meeting and there had been insufficient time for councillors to review. The Clerk would forward details of the application for members to consider, neighbour responses would also be considered and a response (to be ratified at the next meeting) would be submitted by the Clerk on behalf of the Council.

**ACTION: CLERK**

**ACTION: ALL**

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

#### 14.2a Planning Application 21/00632/HOUSE

Location: 29 Bankside

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

GRANT OF PLANNING APPLICATION: Subject to conditions

It was noted that SDC Planning had apparently been in contact with The Miners Arms in relation to the covered areas in the back garden and the large-scale new play equipment. The Parish Council was aware that SDC had been contacted following concerns raised about the safety (in terms of its proximity to a brick wall) of the play equipment. The Parish Council was not party to SDC's investigations or outcomes. The Clerk would ask for information; reassurance that concerns raised have been investigated and that all is well.

**ACTION: CLERK**

## 15. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 15.1 Grounds Maintenance

#### 15.1a Recreation Ground: Football Pitch works



Works have been scheduled: goalmouth reseeding w/c 3<sup>rd</sup> May (Gardens of England); verti-draining Friday 14<sup>th</sup> May (Bourne Sport); sand dressing w/c 17<sup>th</sup> May (Gardens of England).

#### 15.1b Barriers for works

The Clerk had investigated options for solid barriers to protect areas such as the goalmouths when they have been reseeded. However, the costs were prohibitive (in the region of £1000 per goalmouth). This being the case, the contractors will use the orange mesh netting that DGPC has, fixing it with steel pins. Notices will be put up advising that the barriers must not be removed.

#### 15.1c Recreation Ground: Planting

The recently cleared area of land south of the footpath will be planted with some additional trees and there will be a pyracanthas hedge planted in front of the newly exposed gate that is on the boundary with the school. Clearance on both sides has made that area very vulnerable and the school has already had to deal with unauthorised people accessing the school site (from youths playing football to dog walkers). It is hoped that a well-maintained hedge will create a barrier which deters unwanted visitors accessing that site.

#### 15.1d Work planned (repairs/maintenance – non grounds maintenance)

A list of works required (including – but not limited to – repairs to the rose garden wall, installation of a barrier gate at Longford Meadow, removal of old and installation of new noticeboard on London Road (Rose & Crown end), treatment of timber bus shelter, noticeboard & village sign and reinstatement of a dog bin and a wooden direction post at Price's Wood) has been developed and a contractor will be attending to these overdue maintenance items.

### 15.2 Projects - Updates (if available) regarding:

#### 15.2a Floodlights and other electrical projects

The contractor had eventually advised that they do not have sufficient time to deal with the list of jobs they had undertaken. A new contractor has been engaged as a result and it is anticipated that the outstanding works will be completed in the coming weeks.

#### 15.2b Seating / benches

The Parish Council will be looking at locations to install new seating and picnic benches, to provide residents with more places to meet safely and to socialise around the village. The Clerk will prepare a map of potential locations for members to consider.

**ACTION: CLERK**

#### 15.2c Play areas/equipment

An update will be provided prior to the next meeting.

### 15.3 Pavilion

#### 15.3a Latest status regarding return of hirers and potential new hirers

The Clerk advised that hirers with clients aged under 18 had returned and the community larder has also started running. Those with adult clients will start to return from 17<sup>th</sup> May. There will be a partial loss of one major hirer who will be moving venue for their Thursday classes. KCC have also withdrawn from the Pavilion until such time as they know whether they will be able to restart their very successful and well attended Stay & Play/Storysack sessions. There is an interesting enquiry for full day hire which is being pursued.

### 15.4 Access road & car park barrier project / village parking

The Chairman referred to issues that there have been with both the condition of the access road and the fact that, on occasion, people park in it which causes issues for neighbours of the recreation ground. It was suggested that the Parish Council should look at resurfacing that access road and include on the road surface markings advising that parking is not permitted.

There is, undoubtedly, heavy demand for the limited on road parking that is available in the village. However, the car park at the recreation ground is provided for users of the Pavilion and the recreation ground, increasingly, people are parking there and not visiting either which, as the hirers to the pavilion return, is likely to cause issues for those hirers. The car park barrier, whilst solid, is cumbersome to lock and unlock and the Chairman indicated that information should be gathered regarding potential options that might provide the Parish Council with more flexibility in terms of how the barriers are closed and when.

It was agreed that both suggestions should be pursued. Details will be provided to members as they become available (which should be ahead of the next scheduled meeting).

**ACTION: CLERK / BOOKINGS ASSISTANT / FE**

The Clerk will also seek advice from the Parish Council's surveyor regarding the access road.

**ACTION: CLERK**

Cllr. Lapham advised that he had some thoughts about a potential project for the village. It was suggested that he gather information (and possibly costs) and prepare something for the July meeting. Clerk to include an item on the July agenda.

**ACTION: AL**

**ACTION: CLERK**

It was noted that one of the blue steel bollards at the recreation ground had been hit. Whilst it had remained upright after the impact, someone had decided to rock the bollard to the point that it had come completely out of the ground. Its weight had meant that it had not moved any further. The person who had hit the bollard arranged for the reinstatement of the bollard and a very good job had been made.

## 16. HIGHWAYS & TRANSPORTATION

### 16.1 London Road resurfacing

Work had commenced and was expected to continue until the end of the week. The overnight works had caused some inconvenience to immediate neighbours, but it seemed that residents had complied with requests for their vehicles not to be parked in the area whilst works are ongoing. This has helped facilitate the works and the result will be a much-improved road surface for all.

Cllr. Carrol updated members regarding works to the station. An additional power supply has been installed and a good deal of litter around the embankment areas has been cleared (Cllr. Carrol will be asking Network Rail to complete the task). All lights on the platform have been replaced with LEDs. They are motion sensitive and very bright. It was also noted that markers for the visually impaired (akin to those installed at Sevenoaks Station) are planned for Dunton Green.

## 17. ALLOTMENTS

The Clerk advised that she will be following up with some plot holders regarding payment of their annual fee and associated paperwork. One plot holder had given up their plot, but a new plot holder has already been found and has been to site.

**ACTION: CLERK**

## 18. COMMUNICATION

### 18.1 Newsletter

#### 18.1a Summer 2021 Edition

The Clerk confirmed that several articles had been received and that the newsletter would be a very full edition. Delivery was anticipated for the end of May/beginning of June. The Clerk would confirm timings with members and the other volunteer deliverers when available.

**ACTION: CLERK**

### 18.2 Social Media

No updates yet available.

## 19. EVENTS

### 19.1 Events: updates where available

#### 19.1a Fireworks

Decision to be made at the July meeting regarding whether this event will go ahead.



**19.1b Remembrance Day / Christmas plans**

Decision to be made at the July meeting regarding whether these events will go ahead and to fix dates if they are to go ahead.

**20. CORRESPONDENCE**

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

20.1 Local Councils Update (May 2021)

20.2 NSALG Ltd Allotment magazine

**21. DATE OF NEXT MEETING**

21.1 Scheduled: July 13<sup>th</sup>, 2021 (7.30pm) – Dunton Green Pavilion

No June meeting.

**22. PUBLIC SESSION**

None.

The meeting closed at 9.00pm.