



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 11th APRIL 2023 at 7.30pm

00. PUBLIC SESSION

None.

In the absence of the Chairman, the meeting was Chaired by the Vice-Chairman.

01. PRESENT / APOLOGIES

Present: Cllrs. Lockey, Copeland, Carrol, Parker, Hersey, Gomes-Chodynieski, Norton

Apologies: Cllrs. England, Lapham

In attendance: Tracy Godden (Clerk), Wendy Jackson (Bookings & Facilities Assistant), Cllr. Bayley (SDC) – late arrival

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 14th March 2023 as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

None received.

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

05. GENERAL ADMINISTRATION

5.1 Collaboration on .gov Domain Pilot: to note details of this project and consider DGPC's involvement, if invited to take part

Members had been provided with details of a proposed project, in advance of the meeting. It was agreed that the Parish Council should be involved in the pilot should it be selected. It was also agreed that if the Parish Council is not selected to take part that steps should be taken alongside the Parish Council's future IT plans to introduce a .gov domain for Dunton Green Parish Council.

ACTION: CLERK

5.2 Plaque for KS2 Classroom: to consider donation of a plaque to the school

It was Resolved that a plaque should be donated to the school (at a cost of £48.15).

ACTION: CLERK

06. DGPC REPRESENTATIVES – EXTERNAL BODIES

6.1 To consider feedback from any meetings attended by DGPC's representatives on external bodies and to note any meetings due to be attended

None. It was noted that there is a meeting of the KALC Sevenoaks Area Committee on 14th April (which Cllr. Hersey is due to attend).

07. CLERK'S REPORT

The Clerk's report was received.

Election 2023

5 councillors have been elected unopposed. DGPC has a total of 11 seats and so there will be 6 vacancies after the

election day. There is a 35 (working) day period immediately after the election in which the Parish Council is encouraged to co-opt where possible.

Any existing councillors who did not submit nomination papers will cease to be councillors after the election date and will have to go through the co-option process (as per DGPC's Co-Option Policy).

Councillors who did submit papers have been duly elected. They will need to submit expense returns to SDC (even if those returns are nil).

All new councillors will be required to sign Declarations of Acceptance of Office. For elected councillors this must be before the start of the May meeting and for any co-opted councillors this must be done immediately on co-option (or prior to attending a meeting. All councillors must complete new Disclosure of Pecuniary Interests and Disclosure of Non-Pecuniary Interests Forms which have to be sent to SDC.

Planning Appeals

There have been a number of Appeals recently that have been allowed. There may be implications for development in Green Belt being allowed, given the interpretations of the Planning Inspector at sites in the Hever area in March where development exceeding the 50% maximum permitted under Green Policy were allowed.

08. COMMUNITY DEVELOPMENT & SAFETY

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

It was noted that there had been an increase in antisocial behaviour (ASB) over the school Easter holidays and particularly over the bank holiday weekend. Reports of young people inappropriately using the small children's trampoline in the recreation ground (bouncing on it with bicycles and shopping trollies), court sweeper unsecured and not in its place in the tennis court (secured away by a hirer for safekeeping), fishing tackle (hooks and line) left around the fountains at Ryewood (allegedly causing harm to wildfowl in that area) and reports of youths stringing a net across the Darenth river near Longford Bridge and then throwing items at fish. It was noted that the trampoline incident had been reported by a resident by calling 101, only to be asked whether it was 'really a matter for the Police'. ASB is most certainly a matter for the Police when there is potential for property to be damaged, and the Clerk has advised the Community Safety Unit of the concerns around this mixed messaging.

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

Kent Panthers Basketball resumes from 17th April and Kwik Croquet will also commence in April (likely the week after the school holidays once advertising material is provided).

09. FINANCE

9.1 To receive a Bank Reconciliation (to the end of the previous month) and to acknowledge balance statement values have been verified.

The Clerk presented a bank reconciliation (to 31st March), and it was Resolved that it be accepted. A Parish Councillor will verify all the bank balances stated on the reconciliations against the bank / investment statements.

BANK RECONCILIATION TO END 31/03/2023

Description	Value £	Value £
Cash in hand 01/04/2022		£121,759.97
ADD Receipts 01/04/2022 – 31/03/2023		£172,109.48
TOTAL		£293,869.45
SUBTRACT		
Payments 01/04/2022 – 31/03/2023		£176,374.17
A: Cash in hand 31/03/2023		£117,495.28
Cash in hand per Bank Statements		
NatWest Reserve 31/03/2023	£35,146.93	

NatWest Current 31/03/2023	£1,360.58	
CCLA Public Sector Deposit 31/03/2023	£40,987.77	
CCLA Local Authorities Property Fund 31/03/2023	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£117,495.28
Less unrepresented cheques		£0.00
TOTAL		£117,495.28
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£117,495.28

In order to follow advice on good practice from the External Auditors, the Clerk requested that there be a change to the running order of items so that the Internal Audit reports be considered prior to the Annual Governance and Accountability Return (AGAR). This was agreed by members.

9.3 Internal Audit 2022-23

The Annual Internal Audit Report (AIAR) for 2022-23 had been completed by the Internal Auditor, Lionel Robbins, when the audit was completed on site at the Parish Office on 6th April 2023. Members also considered the report of the Internal Auditor following the year-end audit 2022-23 and it was Unanimously Resolved that the reports be accepted.

There were no issues raised in the Annual Internal Audit Report (AIAR).

The Internal Auditor's report to the Parish Council had drawn the Council's attention to the fact that the budget should be published as well as appended to the minutes of the meeting which adopted it. It was clarified that 'should' meant it was good practice to do this, it was not a must (mandatory) requirement. It was agreed that the budget cost centres and codes would be reviewed ahead of the 2024-25 budget process to streamline the budget headings with a view to adopting the practice going forward.

ACTION: CLERK

9.2 The Annual Governance and Accountability Return (AGAR) for the Financial Year 2022-23 has been completed in conjunction with the Final Year Internal Audit. The Council is requested to approve:

9.2a Section 1 Annual Governance Statement

It was Unanimously Resolved that having responded appropriately to each of the statements contained within Section 1 of the Annual Return, the Annual Governance Statement be approved and signed immediately by the Chairman of the meeting and the Clerk.

9.2b Section 2 Accounting Statement

It was Unanimously Resolved that the Accounting Statement for 2022-23 (already signed off by the Clerk (as Responsible Financial Officer) in accordance with the regulations for the Annual Return) be approved & immediately signed by the Chairman of the meeting.

All documentation required by Mazars (the newly appointed External Auditors) in support of the AGAR 2022-23 (including, but not limited to, explanations of significant variances and a bank reconciliation) would be prepared and sent as soon as practicable.

ACTION: CLERK

9.4 To reappoint the internal auditor for 2023-24

It was Unanimously Resolved that Lionel Robbins be reappointed as the Council's internal auditor for 2023-24.

ACTION: CLERK

10. ACCOUNTS FOR PAYMENT

10.1 It was resolved to note expenditure for March and to approve items for payment in April. A list

of cheques, Bank transfers and direct debits (with supporting documentation) was provided and signed by two councillors.

Payment Type	Description	Net £	VAT £	Gross £
March Payments (reported at March meeting in italics)				
BANK TFR	<i>KALC / EVENTBRITE Training Session Community Engagement (FE)</i>	<i>37.00</i>	<i>7.40</i>	<i>44.40</i>
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>16.64</i>	<i>0.00</i>	<i>16.64</i>
DD	<i>Hiscox Annual Insurance Premium Monthly Payment</i>	<i>446.37</i>	<i>0.00</i>	<i>446.37</i>
DD	<i>TV Licensing Pavilion TV Licence</i>	<i>159.00</i>	<i>0.00</i>	<i>159.00</i>
DEBIT CARD	<i>Lebara Mobile SIM Only mobile contract</i>	<i>4.95</i>	<i>0.00</i>	<i>4.95</i>
BANK TFR	<i>KCC (KCS) Photocopier Leasing</i>	<i>82.52</i>	<i>16.50</i>	<i>99.02</i>
BANK TFR	<i>Safeplay Playground Services Ltd Playground Maintenance and Repairs</i>	<i>2582.50</i>	<i>516.50</i>	<i>3099.00</i>
BANK TFR	<i>HMRC Shipley Qtr 4 2022-23 PAYE Tax & NI</i>	<i>3411.53</i>	<i>0.00</i>	<i>3411.53</i>
BANK TFRS	<i>Staff Salaries & Expenses March 2023</i>	<i>3091.92</i>	<i>0.00</i>	<i>3091.92</i>
DD	<i>B&CE HSM Ltd – Pension People (The People's Pension)</i>	<i>312.62</i>	<i>0.00</i>	<i>312.62</i>
DD	<i>SAGE UK Ltd Payroll software</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
DD	<i>Npower (was E.ON) Unmetered Electricity Supply</i>	<i>78.67</i>	<i>3.93</i>	<i>82.60</i>
DD	<i>E.On Next Pavilion Electricity February 2023</i>	<i>452.36</i>	<i>90.47</i>	<i>542.83</i>
BANK TFR	<i>Getting IT Working IT Support March 2023</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>
DD	<i>British Gas Pavilion Gas February 23</i>	<i>376.48</i>	<i>75.29</i>	<i>451.77</i>
BANK TFR	<i>SDC Freighter Hire March 2023</i>	<i>170.42</i>	<i>34.08</i>	<i>204.50</i>
DD	<i>EE Mobile phone contract</i>	<i>9.02</i>	<i>1.80</i>	<i>10.82</i>
BANK TFR	<i>KALC / EVENTBRITE Training Session Planning Conference (FE)</i>	<i>60.00</i>	<i>12.00</i>	<i>72.00</i>
DEBIT CARD	<i>Signomatic (Signmax) Acrylic Plaque</i>	<i>48.15</i>	<i>0.00</i>	<i>48.15</i>
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing March 2023</i>	<i>810.10</i>	<i>162.02</i>	<i>972.12</i>
DEBIT CARD	<i>Amazon Pavilion Supplies (paper towels)</i>	<i>40.00</i>	<i>8.00</i>	<i>48.00</i>
DEBIT CARD	<i>Specialised Canvas Services Ltd Coronation King Charles Cypher Flag</i>	<i>41.35</i>	<i>8.27</i>	<i>49.62</i>
DEBIT CARD	<i>Tesco Pavilion Supplies (wash up liquid/antibac spray)</i>	<i>1.89</i>	<i>0.00</i>	<i>1.89</i>
DEBIT CARD	<i>Tesco APM Refreshments</i>	<i>9.20</i>	<i>0.00</i>	<i>9.20</i>
DEBIT CARD	<i>Amazon New Office Telephone</i>	<i>24.96</i>	<i>4.99</i>	<i>29.95</i>
BANK TFR	<i>SDC</i>	<i>408.20</i>	<i>81.64</i>	<i>489.84</i>

	Cleaning Mill Road/Recreation Ground & Dog Bin Emptying			
DD	Onecom Ltd Broadband & Telephone February 23	75.05	15.01	90.06
BANK TFR	Chris Conlan (Sevenoaks Town Crier) APM Talk & Travel Expenses	46.50	0.00	46.50
April Payments to date				
BANK TFR	CJS Plants Hanging baskets & planters Summer 23	2900.00	580.00	3480.00
BANK TFR	Kent Panthers Basketball sessions (Apr to Dec 23 – 30 sessions)	1650.00	0.00	1650.00
BANK TFR	Diane Carey/The Kitchen APM Buffet	250.00	0.00	250.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DEBIT CARD	Royal Mail Online Postage Stamps (ahead of price increase)	134.00	0.00	134.00
DEBIT CARD	Lebara Mobile SIM Only mobile contract	4.95	0.00	4.95
DD	Hiscox Annual Insurance Premium Monthly Payment	446.37	0.00	446.37
DD	Shred Station Confidential Waste Disposal Service (Feb 23)	41.93	8.39	50.32
DEBIT CARD	Amazon Phone adaptor	6.99	0.00	6.99
BANK TFR	Mrs F England Travel expenses (Planning Conference) / APM Refreshments	68.07	0.00	68.07
BANK TFRS	Staff Salaries & Expenses April 2023	2966.41	0.00	2966.41
DD	British Gas <i>Pavilion Gas March 23</i>	77.05	3.85	80.90
BANK TFR	Mr L Robbins Internal Audit 2022-23 Visit & Report	150.00	0.00	150.00
April Payments (expected but unconfirmed/not yet paid as at 11/04/23)				
BANK TFR	KALC Annual Subscription 2023-24	1053.20	210.64	1263.84
BANK TFR	Scribe Annual Accounting Software Licence Renewal 2023-24	561.60	112.32	673.92
DD	People's Pension	286.63	0.00	286.63
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	E.On Next Pavilion Electricity February 2023	426.47	85.29	51.76
DD	Npower (was E.ON) Unmetered Electricity Supply	86.23	4.31	90.54
DD	Shred Station Confidential Waste Disposal Service (Mar 23)	41.93	8.39	50.32

ACTION: CLERK

11. PLANNING

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

11.1a Planning Application 23/00257/HOUSE

Location: Renhold London Road

Development: Creation of vehicular access with driveway.

NOTE: Comments regarding this application were submitted 20/03/23. The application was then designated invalid

and has now been revalidated.

Whilst the application had been revalidated there was no additional information for the Parish Council to consider and it was noted that KCC Highways had now been consulted and had raised some questions regarding the application. It was Resolved that no further comments would be submitted.

11.1b Planning Application 23/00486/HOUSE

Location: 12 Barretts Road

Development: Single storey rear and side extension.

Recommendation: Support – Resolved

ACTION: CLERK

11.1c Planning Application 23/00731/CONVAR

Location: Broughton Cottage Day Nursery London Road

Development: Variation of condition 2 of 20/03361/CONVAR to allow 52 children on site with amendment to allow 60 children on site.

Recommendation: Support – Resolved

Whilst the Parish Council in principle has no objections to the expansion of this business, there is a caveat. The applicants claim that there is an agreement with the Rose and Crown that parents may park in the public house's car park if there is a need. Is this a formal arrangement and can the Rose and Crown be asked to confirm this? The Rose and Crown's car park may not be in high demand from its own clients at morning drop off time, but it seems probable that there may be less willingness for its car park to be used later in the day when the pub is actually open? If the stated agreement was to be revoked or discontinued at any stage, what happens then? The Parish Council has some concerns from a Highway safety perspective if vehicles have to be parked on the road in that area. That said, the current arrangement (whatever that may be) would seem to be working.

ACTION: CLERK

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

11.2a Planning Application 23/00207/ADV

Location: Robins and Day Vauxhall Mill Road

Development: 1 x Stack Board.

GRANT OF PLANNING PERMISSION: Subject to conditions

11.2b Planning Application 23/00600/WTPO

Location: Ladymead 6 Station Road

Development: T1: Horse Chestnut in front of property. To reduce 3 metres in height and 3 metres to previous pollard points maintaining shape. Selectively remove framework to clear BT line running through the roadside of the tree.

Remove all epicormic and basal sucker growth.

FOR INFORMATION ONLY

11.2c Planning Application 23/00358/FUL

Location: 149-153 London Road

Development: Change of use of the ground floor commercial to residential use. Construction of a single storey rear extension, replacement of the roof with extensions with Juliette balconies. Alterations to fenestration. Demolition of existing outbuildings and the construction of a detached garage and sheds. Four parking spaces at the rear.

GRANT OF PLANNING PERMISSION: Subject to conditions

11.2d Planning Application 23/00416/HOUSE

Location: Rosemount Morants Court Road

Development: Single storey rear extension, patio and alterations to workshop.

GRANT OF PLANNING PERMISSION: Subject to conditions

11.1e Planning Application 23/00146/HOUSE

Location: 7 Barretts Road

Development: To demolish the conservatory and utility room, reposition the car port and construct single storey front and rear extension with rooflights and patio.

GRANT OF PLANNING PERMISSION: Subject to conditions

Cllr. Bayley (SDC) arrives and is welcomed. Cllr. Bayley commented on the Vauxhall Garage development, that the Environment Agency (EA) is dealing with the land at Morants Court Road) and that plans are being prepared to re-open the Sevenoaks Leisure facilities (Sevenoaks Leisure Centre, Edenbridge Leisure Centre and Lullingstone Golf Course) which had closed following Sencio (Sevenoaks Leisure Ltd) going into administration.

There was further discussion around the land at Morants Court Road. Correspondence had been received that day by the Parish Council from Laura Trott MP confirming that the EA is working with SDC's Planning Enforcement Team. The site operator is being allowed for the time being to voluntarily take action, but this may be reviewed if the situation does not improve.

There was some scepticism from DGPC members about the whole approach as this situation had been developing over at least the last eighteen months and whilst some imported materials appear to have been removed there are real concerns that much of the imported material is being disguised on site and not taken away.

Cllr. Bayley was asked if there is anything that local residents can do to assist with monitoring the land, helping make this a more high-profile area for attention and if so, to advise the Parish Council.

Cllr. Bayley promised to follow up on this matter at SDC. The Clerk will forward the correspondence from Laura Trott to members.

ACTION: KB

ACTION: CLERK

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Grounds Maintenance

12.1a Hanging basket poles: to note that new poles have been manufactured and arrangements made for poles to be installed.

Noted.

12.1b To Ratify decision to instruct the grounds maintenance contractor to purchase a new 'Christmas' Tree.

It was Resolved to Ratify the decision to purchase a new tree for the village green (at a cost under £400 plus planting).

12.1c To consider a quotation to prune back trees encroaching play equipment in the recreation (identified as an issue in a Health & Safety inspection).

It was Resolved to accept a quotation of £1050 plus VAT to prune back all the encroachment and remove low limbs on all of the trees and vegetation along the boundary that runs behind the children's playground (the boundary hedge between the recreation ground and the extension land). The work will be monitored by the Grounds Maintenance team.

ACTION: CLERK

13. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

13.1 To note that KCC has undertaken repair work to various potholes, road and pavement surfaces throughout the village over the last month; more work has also been identified & marked for repair.

Noted. Members did comment that the quality of some of the work was substandard and remarked on a number of examples.

The Clerk advised that Cllr. Chard (KCC) had called her that afternoon and had indicated that he would facilitate a meeting with the Highways Manager. This had been in response to the Clerk commenting about concerns regarding the SID scheme practicalities, the ongoing desire for a 20mph zone and indicating that she was in the process of updating the Highways Improvement Plan (HIP) for submission to KCC. The HIP would be reviewed by DGPC at the

May meeting and the Clerk would ensure that there was feedback to KCC about the quality of work being undertaken in Dunton Green.

ACTION: CLERK

14. EVENTS

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

14.1a Annual Parish Meeting / Parish Reception (Weds 29th March 7pm)

There had been a relatively low turnout for this year's event which was disappointing given that after the formal meeting had been completed, the Sevenoaks Town Crier, Chris Conlan, had given a very entertaining talk about the history of town criers.

However, the event was nonetheless a success and feedback from attendees had been very positive. The Kent Association of Local Councils Award presentation was made on behalf of the Parish Council to PCSO Susan Harwood, *'In appreciation of Sue's dedication to Dunton Green – passionate about her role in our community, always willing to go the extra mile, Sue is a much-respected and valued community officer'*.

The Clerk raised the matter of the Fireworks Display and commented that, to date, there had been little interest shown by the wider community in getting involved as volunteers (following a call for volunteers in the latest issue of Dunton Green News). The pyrotechnics company had been in touch to ask whether an event was planned for 2023, and a provisional date of September 23rd was suggested which could be firmed up after a social media campaign to garner support.

ACTION: CLERK

15. CORRESPONDENCE

15.1 Members considered or noted correspondence received since the March 2023 meeting (noted unless otherwise indicated):

15.1a Local Councils Update – April 2023

15.1b St Mary's – Invitation to Civic Service to mark the Coronation 07/05/23

15.1c Office of Laura Trott MP [Email] – Latest information regarding enforcement action for land at Morants Court Road (as discussed under item 11 (Planning) above)

15.2 To note that the copy deadline for the Summer edition of Dunton Green News is 1st May.

Noted. It was stated that in reality the deadline will be 8th May although work on the magazine will commence in April, so any articles would be gratefully received as soon as they are available.

ACTION: ALL

ACTION: CLERK / BFA

16. DATE OF NEXT MEETING

16.1 May 16th, 2023 (7.30pm) [*note: third Tuesday of the month due to elections*] – Dunton Green Pavilion

17. PUBLIC SESSION

None.

The meeting closed at 8.40pm.