



## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 10<sup>th</sup> May 2022 at 7.30pm

### 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. Gomes-Chodyniewski and Agreed.

### 02. DECLARATION OF ACCEPTANCE OF OFFICE

Chairman signed a declaration of acceptance of this office, witnessed by the Clerk.

### 03. PRESENT / APOLOGIES

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

Apologies: Cllrs. Bayley (SDC), Brown (SDC)

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

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

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

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

Election of this candidate was Proposed – Cllr. Gomes-Chodyniewski, Seconded – Cllr. Lapham and Agreed.

The Vice-Chairman signed a declaration of acceptance of this office, witnessed by the Clerk.

The Council was 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. Gomes-Chodyniewski, Seconded – Cllr. Parker and Agreed that these candidates be elected to the committee.

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

It was Proposed - Cllr. Copeland, Seconded – Cllr. Parker 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. Parker, Seconded – Cllr. Lockey 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**

It was Proposed - Cllr. Lapham, Seconded – Cllr. Copeland and Agreed that these candidates be elected.

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

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

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

It was Proposed - Cllr. Lockety, Seconded – Cllr. Gomes-Chodyniewski and Agreed that this candidate be elected.

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

It was Proposed - Cllr. Gomes-Chodyniewski, Seconded – Cllr. Lockety and Agreed that these candidates be elected.

**05. PRESENT / APOLOGIES**

Error: duplicate item (already completed under Item 3 above)

**06. MINUTES OF THE COUNCIL**

The minutes of the meeting held on Tuesday 12<sup>th</sup> April 2022 were approved as a true record.

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

**07. DECLARATIONS OF INTEREST IN AGENDA ITEMS**

None.

**08. GENERAL ADMINISTRATION**

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

None.

**8.2 Policies: to consider**

**8.2a New: Meetings Attendance Policy & Guidance**

It was Proposed - Cllr. Lockety, Seconded – Cllr. Parker and Agreed to adopt this Policy and Guidance

**8.2b Review of existing policies**

**8.2bi Communications**

It was Proposed - Cllr. Lapham, Seconded – Cllr. Copeland and Agreed to adopt this Policy, as amended.

**ACTION: CLERK**

**8.2bii Social Media & Electronic Communications**

It was Proposed - Cllr. Carrol, Seconded – Cllr. Lockety and Agreed to adopt this Policy, as amended.

**ACTION: CLERK**

After a short discussion, it was agreed that official Councillor email addresses should be added to the website’s contact details. Telephone numbers should be removed, unless a Councillor had indicated otherwise (such as Cllrs. Hersey and England).

**ACTION: CLERK**

**8.2biii CCTV**

It was Proposed - Cllr. Gomes-Chodyniewski, Seconded – Cllr. Carrol and Agreed to adopt this Policy, as amended.

**ACTION: CLERK**

**8.2biv Document Retention**

It was Proposed - Cllr. Gomes-Chodyniecki, Seconded – Cllr. Copeland and Agreed to adopt this Policy, (no changes suggested).

**ACTION: CLERK**

**8.2bv Training & Development**

It was Proposed - Cllr. Gomes-Chodyniecki, Seconded – Cllr. Parker and Agreed to adopt this Policy, (no changes suggested).

**ACTION: CLERK**

**8.3 Training (Cllr & Staff): to note training undertaken, booked and available**

Cllr. Parker confirmed that a Bitesize Planning training had been completed. It had been interesting, but the end test had been quite challenging.

Cllr. Norton arrives.

**09. DGPC NOMINATED REPRESENTATIVES – EXTERNAL BODIES****91 To consider feedback from any meetings attended by DGPC's representatives on external bodies and to note any meetings due to be attended**

No meetings had been attended in the last month but was confirmed that there would be a meeting of the Village Hall Management Committee in the coming days.

**ACTION: JC**

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

The Clerk updated members in relation to the following:

- The Clerk had passed on feedback from the last meeting to KALC regarding certification of completion of Bitesize training courses. This had been noted and would be shared with NALC (who provide the Bitesize courses).
- Further to the April meeting, the Clerk had written to Laura Trott MP regarding the Civility & Respect Project and the Early Day Motion calling for sanctions for councillors. A response had been received indicating that *'Laura in turn has written to Kemi Badenoch MP, Minister for Levelling Up Communities setting out the concerns expressed about the abuse directed at councillors and staff. Laura referred to the recommendations set out by the Committee on Standards in Public Life (CSPL) in their report on Local government ethical standards which was published in January 2019 and asked for a response to be made shortly. Laura also sought reassurance that any response would take into full account, both the concerns raised within the report and the measures recommended – on the basis that this had become an ever-increasing issue in recent years. Laura is still awaiting a response and we will share it with you once it is forthcoming.'*

**11. COMMUNITY DEVELOPMENT & SAFETY****11.1 Anti-Social Behaviour – to note any issues brought to the attention of the Parish Council**

A copy of the PCSO's latest report had been submitted and was noted. There had been a significant amount of ASB since the last meeting, including: two noticeboards at the recreation ground smashed, a recently reinstated fence next to the kissing gate forcibly removed, a window at the Pavilion smashed, graffiti at Rye Lane (motorway bridge and on a dog waste bin) and the underpass on London Road, fly tipping around the village. The Clerk had found CCTV evidence of some damage around the recreation ground and stills were being used by the Police to help identify some of the culprits. Given the ages of some of those involved, the PCSO had suggested that a visit to the school by her and the youth engagement officer might be in order; members asked for the Clerk to indicate support for this action.

**ACTION: CLERK**

It was also noted that the Clerk had been verbally abused by someone trying to gain entry to the Pavilion, engaged by a third-party hirer (who was not yet on site). The Clerk was asked to write to the hirer and advise them that such

behaviour was unacceptable, and that this person should not be invited to attend again.

**ACTION: CLERK**

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

Members considered a proposal for a two-day Summer Sports Programme to coincide with SDC's Family Fun Day in July and a proposal to reintroduce a Weekly Community Football Session. It was Proposed – Cllr. Lapham, Seconded – Cllr. Gomes-Chodyniewski and Agreed that the quote (totally £660) should be accepted.

**ACTION: CLERK**

It was noted that it had been necessary to amend the timings of the weekly mini tennis sessions. A quarterly report of detached youth work in Dunton Green had been provided by West Kent, which was noted.

## 12. FINANCE

### 12.1 Bank Reconciliation

A Bank Reconciliation for April 2022 was not available (the Clerk was waiting on further advice regarding the Parish Council's VAT position before starting the accounts for 2022/23). This would be provided for the June meeting.

## 13. ACCOUNTS FOR PAYMENT

### 13.1 List of payments for approval

It was Proposed – Cllr. Gomes-Chodyniewski, Seconded – Cllr. Lockey and Agreed to approve/ratify for payment a list of cheques, bank transfers, debit card payments and direct debits (with supporting documentation) as detailed below.

Payment Type	Description	Net £	VAT £	Gross £
<b>April Payments (reported at April meeting in italics)</b>				
<b>BANK TFR</b>	<i>Gardens of England Grounds Maintenance March 2022</i>	<i>2819.00</i>	<i>0.00</i>	<i>2819.00</i>
<b>BANK TFR</b>	<i>Surrey Hills Solicitors LLP Professional charges (draft Licence to Occupy (if required) re Price's Wood car park area)</i>	<i>325.00</i>	<i>65.00</i>	<i>390.00</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>
<b>DEBIT CARD</b>	<i>Amazon Cleaning cloth (disposable) for Pavilion kitchen</i>	<i>5.00</i>	<i>1.00</i>	<i>6.00</i>
<b>BANK TFR</b>	<i>Koolplay Ltd Heras Fencing charges (15/12/21 to 24/03/22)</i>	<i>410.40</i>	<i>82.08</i>	<i>492.48</i>
<b>BANK TFR</b>	<i>Diane Carey APM 2022 Refreshments (Buffet)</i>	<i>250.00</i>	<i>0.00</i>	<i>250.00</i>
<b>BANK TFR</b>	<i>SDC Dog bin &amp; litter bin emptying and litter pick (Recreation Ground &amp; Mill Road) 01-03/22</i>	<i>127.40</i>	<i>25.48</i>	<i>152.88</i>
<b>BANK TFRS</b>	<i>Staff Salaries &amp; Expenses April 2022</i>	<i>3081.71</i>	<i>0.00</i>	<i>3081.71</i>
<b>BANK TFR</b>	<i>Mr P Lockey Reimbursement of refreshment expenses for Fireworks event 2021</i>	<i>294.83</i>	<i>27.59</i>	<i>322.42</i>
<b>BANK TFR</b>	<i>Mrs F England Reimbursement of refreshment expenses for APM 2022</i>	<i>59.07</i>	<i>11.82</i>	<i>70.89</i>
<b>DD</b>	<i>Virgin Mobile Phone monthly contract</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
<b>DD</b>	<i>E.On / NPower Unmetered Supply Jan 2022</i>	<i>89.85</i>	<i>4.49</i>	<i>94.34</i>
<b>DD</b>	<i>E.On / NPower Unmetered Supply Feb 2022</i>	<i>77.73</i>	<i>3.89</i>	<i>81.62</i>
<b>DD</b>	<i>E.On / NPower</i>	<i>83.30</i>	<i>4.16</i>	<i>87.46</i>

	<i>Unmetered Supply Mar 2022</i>			
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	292.62	0.00	292.62
<b>DD</b>	Shred Station Confidential Waste Collection (March)	35.00	7.00	42.00
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>BANK TFR</b>	Getting IT Working IT Support Mar 2022	150.00	0.00	150.00
<b>DD</b>	British Gas Pavilion Gas Feb – Mar 22	284.81	56.96	341.77
<b>DD</b>	E.On Next Pavilion Electricity Mar 2022	438.41	87.68	526.09
<b>DD</b>	EE Mobile phone contract	9.02	1.80	10.82
<b>DD</b>	Onecom Ltd Broadband & Telephone Mar/Apr 22	79.65	15.93	95.58
<b>BANK TFR</b>	Locum Locks Adjustment and repair to kitchen fire door	120.00	24.00	144.00
<b>BANK TFR</b>	Lionel Robbins 2021-22 Annual Internal Audit	150.00	0.00	150.00
<b>BANK TFR</b>	Knockout Print Artwork/supply of Happy to Chat Bench plaques	300.00	60.00	360.00
<b>DEBIT CARD</b>	Able Electrical Ltd Call out to reset kitchen roller shutter	37.50	7.50	45.00
<b>May Payments to date</b>				
<b>BANK TFR</b>	Sevenoaks Glazing Re-glazing of noticeboard on London Road (completed in Mar/Apr)	415.00	83.00	498.00
<b>BANK TFR</b>	KCC Photocopier Leasing	143.30	28.66	171.96
<b>BANK TFR</b>	Greenbarnes Ltd Self-healing rubber pinboard for Village Green noticeboard	475.15	95.03	570.18
<b>BANK TFR</b>	Scribe (Starboard Systems Ltd) Annual accounts software licence (from 01/06)	468.00	93.60	561.60
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing March 2022	836.91	167.38	1004.29
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing April 2022	899.11	179.82	1078.93
<b>BANK TFR</b>	Gardens of England Grounds Maintenance April 2022	3069.50	0.00	3069.50
<b>BANK TFR</b>	KALC Annual Subscription 2022-23	1006.16	201.23	1207.39
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
<b>DEBIT CARD</b>	Able Electrical Ltd Sorting out cabling for MUGA CCTV (solution for instating cameras)	250.00	50.00	300.00
<b>BANK TFR</b>	Streetlights Annual Streetlight Maintenance Contract 2022/23 (Payment 1 of 2)	838.12	167.62	1005.74
<b>BANK TFR</b>	Action with Communities in Rural Kent Annual Subscription 2022-23	90.00	0.00	90.00
<b>BANK TFRS</b>	Staff Salaries & Expenses May 2022	2750.65	0.00	2750.65
<b>May Payments (expected but unconfirmed/not yet paid as at 10/05/22)</b>				
<b>DD</b>	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	268.81	0.00	268.81

<b>DD</b>	Shred Station Confidential Waste Collection (April)	38.30	7.66	45.96
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>DD</b>	British Gas Pavilion Gas Apr 22	43.00	2.15	45.15
<b>DD</b>	E.On Next Pavilion Electricity May 2022	314.75	62.95	377.70
<b>BANK TFR</b>	Getting IT Working IT Support Apr 2022	150.00	0.00	150.00
<b>DD</b>	Onecom Ltd Broadband & Telephone Apr/May 22			
<b>DD</b>	Shred Station Confidential Waste Collection (April)	35.00	7.00	42.00
<b>DD</b>	E.On / NPower Unmetered Supply Apr 2022			
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing May 2022			
<b>DD</b>	EE Mobile phone contract			

**ACTION: CLERK**

## 14. PLANNING

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

### 14.1a Planning Application 22/00943/HOUSE

Location: Ivydene London Road

Development: Demolition of extension and erection of a single storey rear extension.

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

### 14.1b Planning Application 22/00944/HOUSE

Location: Ivydene London Road

Development: Single storey rear extension and part first floor extension.

Recommendation: Support. Proposed – Cllr. Gomes-Chodyniewski, Seconded - Cllr. Hersey and Agreed

### 14.1c Planning Application 22/00829/HOUSE

Location: 3 Crescent Cottages Station Road

Development: Ground floor rear extension.

Recommendation: Support. Proposed – Cllr. Carrol, Seconded - Cllr. Gomes-Chodyniewski and Agreed

### 14.1d Planning Application 22/00874/FUL

Location: 6 Darenth Lane

Development: Erection of building to accommodate two one-bedroom flats.

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

The Parish Council has concerns regarding parking provision on this site, with the very high demands already in existence in the locality and the lack of spare parking capacity anywhere on the village. The Parish Council supports the concerns raised by neighbours in the public comments.

### 14.1e Planning Application 22/01036/FUL

Location: 5 & 6 Lennard Road

Development: Demolition of existing garage and conservatory. New dwelling. Single storey rear extension to 5 and 6 Lennard Road with rooflights. Extension to existing formation of access to 5 Lennard Road. Landscaping.

Recommendation: No comment. Proposed – Cllr. Hersey, Seconded - Cllr. Lockey and Agreed

With so much precedent set for new dwellings on the side of existing homes in Lennard Road, it seems unlikely that any objections that the Parish Council might have would be sufficient grounds for refusal. However, there remains a concern about over intensification of the site and a lack of adequate parking provision in this development (a new 2 bed house requires more than 1 parking space).

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

### 14.2a Planning Application 22/00552/LDCPR

Location: 3 Crescent Cottages Station Road

Development: Loft conversion with dormer and rooflights

GRANT OF PLANNING APPLICATION: Subject to conditions

### 14.2b Planning Application 22/00530/HOUSE

Location: Timbers 3 Vicarage Lane

Development: Proposed two storey and single storey rear extension

GRANT OF PLANNING APPLICATION: Subject to conditions

## 15.1 Grounds Maintenance

### 15.1a Work planned (repairs/maintenance: non-grounds maintenance) update

A quotation for maintenance/repair works to play equipment at the recreation ground had been received. The Clerk advised that both parts of the 'Site General' element could be ignored as further quotations were being sought (and the extent of works under this heading needed to be pared back). It was Proposed – Cllr. Gomes-Chodyniewski, Seconded – Cllr. Lockey and Agreed that the Safeplay quote for the other items (Zip wire, Skysurfer, crawling tunnel and Pyramid net totalling £2285.50 plus VAT) be accepted

**ACTION: CLERK & BFA**

## 15.2 Projects - Updates regarding:

### 15.2a Footpath SR102 registration of section to station and recreation ground access road

Nothing specific to report; work in progress.

### 15.2b CCTV for MUGA & Tennis Court

The Clerk had liaised with the Parish Council's electrical contractor and they, within a week, had come up with a solution and had completed their works to enable the CCTV installation to be done. An appointment with the CCTV contractor has eventually been scheduled and the cameras should be installed before the end of the month.

### 15.2c KCC verge opposite The Miners Arms

The Clerk met with KCC Soft Landscaping and discussed possibilities. The Officer ruled out any option for DGPC to undertake any works but did commit to moving forward with the planting of two trees (subject to site survey closer to the time of planting). This could be done within 6-12 months but not before. KCC will finance this, as a result. The Clerk will inform the resident who had made the initial request for planting at this site.

**ACTION: CLERK**

## 15.3 Pavilion

### 15.3a Update regarding cleaning of Pavilion

It was noted that a cleaner has been recruited by the contract cleaning company and that they are local to Dunton Green.

## 15.4 Recreation Ground

### 15.4a Outside Space Hire: to consider and agree pricing structure for hirers

A discussion paper had been prepared by the Bookings & Facilities Assistant to aid debate. Following discussion, it was Proposed – Cllr. Carrol, Seconded Cllr. Lockey and Agreed that charges should be made to those using the outside space charging end users for their services and that this charge should be £8 per hour for use of either the tennis court, the MUGA or an area of the grassed recreation ground equivalent to ¼ of the pitch. The full details of the charging schedule and the assets that may be hired will be included on the Parish Council's website, in the same way that charging for use of the Pavilion is advertised.



It was agreed that for existing users the increase in charges will be phased over two years.

**ACTION: CLERK & BFA**

## 15.5 Allotments

15.5a To consider a survey of DGPC allotment plot holders to establish what improvements, if any, would be welcomed on the Parish Council's plots

It was agreed that a survey of DGPC's plot holders should be carried out although it was understood that water at the allotments was likely to be their major priority and this is something that the Parish Council will be unable to resolve (without the assistance of the Social Club who have stopped use of an outside tap, although they have provided a large water tank).

**ACTION: CLERK**

## 16. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

### 16.1 Parish Speed Indicator Device (SID) Scheme: update

No update.

It was noted that a closure is scheduled for 29<sup>th</sup> June for 2 days while works are undertaken by South East Water. The alternative route is Rye Lane, Station Road, A224 London Road, London Road, Pilgrims Way West and vice versa.

There had also been an accident on London Road (single vehicle, although damage to various stationary vehicles) which had resulted in the driver's arrest.

When last updated, it was reported by KCC that there had been only one road closure application for Dunton Green for the Jubilee weekend.

When resurfacing 'old' London Road, KCC's contractors has tarmacked around a parked vehicle. A resident had contacted the Clerk about this, as there had been information about the work in advance and a request that people not park on the road while the work was carried out. The Clerk had subsequently been advised that the Police had attended site on the day of the resurfacing and had informed the contractor that they could remove the vehicle so that the work could be completed. This was not done. It is understood that this area will be repaired.

Air Quality Index information is available for the village and will be forwarded to the Clerk.

**ACTION: FE**

## 17. COMMUNICATION

### 17.1 Newsletter

The Summer edition was being prepared although it was anticipated that there was not an urgent need to get the edition to the printers as delivery was not required until the week after the long Jubilee bank holiday weekend. Some items were still to be sent. The Clerk would follow up with a resident who has had confirmed that a Nightingale is in Dunton Green and there would be a follow up with regard to the name of a scarecrow at the allotments, so that this news could be shared with the community. There was also a need to follow up on an advertising request. The Clerk would advise members as soon as delivery timings were known.

**ACTION: CLERK & BFA**

## 18. EVENTS

### 18.1 DGPC Events: feedback/updates where available

#### 18.1a Annual Fireworks Display

No further information yet.

### 18.2 Other Events

#### 18.2a SDC Summer Family Fun Day: Wednesday 27<sup>th</sup> July 10am to 2pm (Recreation Ground)

Noted.



## 19. CORRESPONDENCE

### 19.1 To consider a list of correspondence received since the April 2022 meeting

The following correspondence items were noted:

Clerks & Councils Direct – May 2022

NSALG - Allotment & Leisure Gardener Issue 2 2022

CPRE - Countryside Voices Spring 2022

Local Councils Update - May 2022

St Mary's Riverhead - Invitation to attend a service on Sunday 5th June 2022

The Gathering – Invitation to attend & give out prizes at an event at the school on 5th June

KALC – KALC/NALC Annual Subscription information

Rural Kent - Oast to Coast Summer 2022

KALC - KALC News April 22 (sent by email 10/05/22)

SDC - Community Safety News April 2022

KALC – Men's Sheds Kent information

KALC – KFRS Trauma Teddy Bears

KALC - Carbon Footprint Tool

KALC - Sevenoaks Urban Area Local Walking and Cycling Infrastructure Plan

SDC - (LCWIP) – Consultation (to 17/06/22)

## 20. DATE OF NEXT MEETING

20.1 Scheduled: June 14<sup>th</sup>, 2022 (7.30pm) – Dunton Green Pavilion

## 21. PUBLIC SESSION

None.

The meeting closed at 9.25pm.