

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 14th September 2021 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. England, Copeland, Lockey, Hersey, Parker, Lapham, Gomes-Chodyniewski

Apologies (accepted): Cllrs. Norton, Carrol

In attendance: Tracy Godden (Clerk), Wendy Jackson (Bookings & Facilities Assistant), Hayley Ball (member of the public)

02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 13th July 2021 were approved as a true record.

Proposed – Cllr. Gomes-Chodyniewski, Seconded – Cllr. Lockey 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 Clerk informed members that KALC was offering another 'Introduction to Planning' workshop, plus various other courses, and that if they wished to attend any training (all of which was still being run as virtual sessions) they should contact her so that a place could be booked.

ACTION: ALL / CLERK

4.3 Parish Council Annual Insurance Renewal

The Clerk confirmed that Came & Co had provided a renewal quotation of £4394.71 for 2021-22 (£131 more than the 2020-21 premium but there had been a few additions to the schedule). The Clerk advised that the Parish Council had entered a Long-Term Agreement which expires in September 2022 and that there would be an additional premium to pay later in the year when the Climbing Rox project is installed. It was Proposed – Cllr. Lockey, Seconded – Cllr. Lapham and Agreed that the renewal quotation for 2021-22 be accepted.

ACTION: CLERK

05. DGPC REPRESENTATIVES – EXTERNAL BODIES

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

Cllr. Hersey confirmed that the new floor had been installed at Donnington Hall and that the finishing work was being completed over the following weeks. It is anticipated that the hall will re-open for badminton and tennis in October.

The Clerk advised members that she had been in communication with the Village Hall. It is apparent that with a depleted Management Committee that the task of running the hall is becoming very onerous for those who remain. The Clerk has stressed that Cllr. Copeland (as DGPC's representative) has not been utilised at all, despite frequent reminders that he is there to assist where he can. A meeting is being organised to understand what needs to happen

to improve the situation. The Clerk has offered assistance with trying to encourage volunteers to step forward but has indicated that it is not the Parish Council's responsibility to take on the running of the village hall. It is hoped that there will be a further update for the October meeting.

5.2 Meetings due to be attended

Donnington Hall Management Committee – 21st September
Village Hall Management Committee - TBC

06. COVID-19

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

Under the current guidance, the Pavilion is open to regular hirers and private hirers. Hand sanitiser is provided in the entrance foyer and anyone entering the building is expected to use this. Some hirers are now putting the main door on the latch (this is sessions run by and for adults) whilst it suits others to keep to requirement that parents drop off and collect children without entering the building. This suits the Parish Council as the inside does not then become full of people unnecessarily. Hirers are encouraged to open windows to ventilate the rooms (whilst being mindful of neighbours). The situation will remain under constant review if there are developments as we approach the winter period.

ACTION: CLERK / BOOKINGS ASSISTANT

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

The Clerk reported that she had been trying to arrange a meeting with KCC so that an update can be provided in relation to the Ryewood Development S106 fund for Education. This was proving to be extremely difficult to arrange with many of the Clerk's communications being ignored. The Parish Council simply wants answers to the following questions: Has the money been spent? If so, where? If it has not been spent, what plans are there for it to be spent (given that there is a timeframe in which that money must be spent). The Clerk will continue to pursue this until such a meeting takes place.

ACTION: CLERK / FE

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 Clerk confirmed that this month's PCSO report consisted of advice regarding fraud and scams and e-scooters (rather than a parish by parish break down of any incidents).

Members had been updated previously regarding a safeguarding issue at the recreation ground. The Clerk had been made aware that an individual had been extremely rude and aggressive when asked to vacate the Multi Use Games Area by someone authorised to use the space for a community activity (supported by DGPC). There were concerns that this person also claimed to have permission from the Parish Council to run activities, which he does not. It had further transpired that this individual had been providing basketball coaching, claiming to be associated with Kent Panthers who do run approved sessions for the Parish Council. Again, he is not associated with Kent Panthers. There is no evidence that he is trained or has the requisite CRB checks in place. The Police and the Community Safety Unit have been apprised of the situation and given information regarding the person and their vehicle. The Clerk had issued a statement on DGPC's social media platforms alerting the public of this issue.

8.2 Youth Activities

Mini tennis and basketball sessions continue and seem well received. Keir Wilson, who runs the tennis sessions (and was formerly associated with Kick Kent) has proposed to offer one tennis and one football coaching session on a Thursday after the October half term (rather than the two tennis sessions that run currently). Members agreed that this was a good idea, if Keir is prepared to do this.

ACTION: CLERK

8.3 Seniors Activities

Age UK activities (Pop In Café and Lunch Club) have both returned to the Pavilion and have been received well. With none of the budget for Senior Activities having been spent the Clerk had purchased disposable cups and beverage

supplies so that they can be kept on site specifically for the Dunton Green groups. Members agreed that this was a positive step and that if the Age UK groups had a need for other provisions, then the Parish Council would consider them.

ACTION: CLERK

09. FINANCE

9.1 Bank Reconciliations

Two bank reconciliations (one to 31st July 2021 and one to 31st August 2021) were presented by the Clerk and it was Proposed – Cllr. Lockey, Seconded – Cllr. Parker and Agreed that they 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 31/07/2021

| Description | Value £ | Value £ |
|---|-------------|--------------------|
| Cash in hand 01/04/2021 | | £162,561.86 |
| ADD Receipts 01/04/2021 – 31/07/2021 | | £84,011.13 |
| TOTAL | | £246,572.99 |
| SUBTRACT | | |
| Payments 01/04/2021 – 31/07/2021 | | £57,630.73 |
| A: Cash in hand 31/07/2021 | | £188,942.26 |
| Cash in hand per Bank Statements | | |
| NatWest Reserve 31/07/2021 | £101,873.75 | |
| NatWest Current 31/07/2021 | £6,862.33 | |
| CCLA Public Sector Deposit Fund 31/05/2021 | £40,206.18 | |
| CCLA Local Authorities Property Fund 31/03/2021 | £40,000.00 | |
| TOTAL CASH IN HAND per Bank Statements | | £188,942.26 |
| Less unrepresented cheques | | £0.00 |
| TOTAL | | £188,942.26 |
| Plus unrepresented receipts | | £0.00 |
| B: Adjusted Bank Balance | | £188,942.26 |

BANK RECONCILIATION TO END 31/08/2021

| Description | Value £ | Value £ |
|---|------------|--------------------|
| Cash in hand 01/04/2021 | | £162,561.86 |
| ADD Receipts 01/04/2021 – 31/08/2021 | | £86,428.14 |
| TOTAL | | £248,990.00 |
| SUBTRACT | | |
| Payments 01/04/2021 – 31/08/2021 | | £81,214.94 |
| A: Cash in hand 31/08/2021 | | £167,775.06 |
| Cash in hand per Bank Statements | | |
| NatWest Reserve 31/08/2021 | £76,874.56 | |
| NatWest Current 31/08/2021 | £10,692.45 | |
| CCLA Public Sector Deposit 31/07/2021 | £40,208.05 | |
| CCLA Local Authorities Property Fund 31/03/2021 | £40,000.00 | |
| TOTAL CASH IN HAND per Bank Statements | | £167,775.06 |
| Less unrepresented cheques | | £0.00 |
| TOTAL | | £167,775.06 |
| Plus unrepresented receipts | | £0.00 |
| B: Adjusted Bank Balance | | £167,775.06 |

9.2 Conclusion of Annual Governance & Accountability Audit 2020-21

Members considered Section 3 of the Annual Governance & Accountability Return (AGAR) 2020-21 – the External Auditor Report and Certificate 2020-21. There were no matters affecting PKF Littlejohn LLP's opinion to draw to the attention of the Parish Council and PKF Littlejohn LLP certified that the review of Sections 1 and 2 had been completed and that they had now discharged their responsibilities under the Local Audit and Accountability Act 2014 for the year ended 31st March 2021. The Clerk was commended for her work in preparing the Annual Return. The Clerk had already posted the conclusion of audit notice on the DGPC website and on the Lusted Road noticeboard, as was required, following receipt of the PKF documentation in July.

10.1 ACCOUNTS FOR PAYMENT

10.1 List of payments for approval

It was Proposed – Cllr. Hersey, Seconded – Cllr. Lapham 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 £ |
|--|---|----------------|---------------|----------------|
| July Payments (reported at July meeting in italics) | | | | |
| DEBIT CARD | <i>Adobe Systems Software Adobe Acrobat monthly subscription</i> | <i>12.64</i> | <i>0.00</i> | <i>12.64</i> |
| BANK TFR | <i>Gardens of England Grounds Maintenance June 2021</i> | <i>4093.00</i> | <i>0.00</i> | <i>4093.00</i> |
| BANK TFR | <i>SDC Emptying of dog bins/litter pick & emptying of litter bins Recreation Grd & Mill Rd (Apr-Jun 21)</i> | <i>408.20</i> | <i>81.64</i> | <i>489.84</i> |
| BANK TFR | <i>Kent Panthers Basketball Club Provision of weekly sessions for young people</i> | <i>650.00</i> | <i>0.00</i> | <i>650.00</i> |
| BANK TFR | <i>Stellar Building & Maintenance Ltd Completion of maintenance works to timber bus shelter (part of 2021 maintenance schedule)</i> | <i>1475.00</i> | <i>295.00</i> | <i>1770.00</i> |
| BANK TFR | <i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing June 2021</i> | <i>788.91</i> | <i>157.78</i> | <i>946.69</i> |
| DEBIT CARD | <i>Amazon Pavilion & Grounds Supplies</i> | <i>39.82</i> | <i>7.98</i> | <i>47.80</i> |
| DEBIT CARD | <i>Amazon Pavilion Supplies</i> | <i>11.34</i> | <i>2.26</i> | <i>13.60</i> |
| BANK TFR | <i>Bourne Amenity Ltd Sand (for top dressing pitch: dry sand)</i> | <i>344.20</i> | <i>68.84</i> | <i>413.04</i> |
| BANK TFRS | <i>Staff Salaries & Expenses July 2021</i> | <i>2751.19</i> | <i>0.00</i> | <i>2751.19</i> |
| DD | <i>Virgin Mobile Phone monthly contract</i> | <i>7.42</i> | <i>1.48</i> | <i>8.90</i> |
| DD | <i>Shred Station Confidential Waste Collection (Jun 21: holding fee)</i> | <i>15.00</i> | <i>3.00</i> | <i>18.00</i> |
| DD | <i>British Gas Pavilion Gas June 2021</i> | <i>170.14</i> | <i>34.02</i> | <i>204.16</i> |
| DD | <i>E.On (Unmetered Supply) June 2021</i> | <i>78.22</i> | <i>3.91</i> | <i>82.13</i> |
| DD | <i>SAGE UK Ltd Payroll software</i> | <i>7.00</i> | <i>1.40</i> | <i>8.40</i> |
| DD | <i>B&CE HSM Ltd (The People's Pension)</i> | <i>283.33</i> | <i>0.00</i> | <i>283.33</i> |
| DD | <i>EE Mobile phone contract</i> | <i>8.26</i> | <i>1.65</i> | <i>9.91</i> |
| DD | <i>E.On (Pavilion Electricity) Jun/Jul 2021</i> | <i>406.40</i> | <i>81.28</i> | <i>487.68</i> |
| DD | <i>Onecom Ltd Broadband & Telephone June 21</i> | <i>68.91</i> | <i>13.78</i> | <i>82.69</i> |
| BANK TFR | <i>Getting-IT-Working IT Support July 2021</i> | <i>150.00</i> | <i>0.00</i> | <i>150.00</i> |
| BANK TFR | <i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing July 2021</i> | <i>899.11</i> | <i>179.82</i> | <i>1078.93</i> |
| BANK TFR | <i>Keir Wilson</i> | <i>960.00</i> | <i>0.00</i> | <i>960.00</i> |

| | | | | |
|-----------------------------------|---|----------|---------|----------|
| | Provision of Mini Tennis Sessions to October 2021 | | | |
| BANK TFR | KBS Depot Ltd Noticeboard for London Road | 1296.00 | 259.20 | 1555.20 |
| BANK TFR | Cllr F England Chairman's Allowance 2021-22 | 400.00 | 0.00 | 400.00 |
| BANK TFR | Express Keys & Lock Services Repair to Main Hall Cupboard door | 50.00 | 10.00 | 60.00 |
| BANK TFR | Sam Rogers Treecare Price's Wood Tree Maintenance Work | 975.00 | 195.00 | 1170.00 |
| BANK TFR | Able Electrical Ltd Maintenance repair of internal electric shutter | 30.00 | 6.00 | 36.00 |
| DEBIT CARD | Amazon Office Supplies | 56.85 | 6.50 | 63.35 |
| DEBIT CARD | Amazon Age UK Equipment | 40.69 | 8.13 | 48.82 |
| BANK TFR | Gardens of England Grounds Maintenance July 2021 | 3494.75 | 0.00 | 3494.75 |
| August Payments | | | | |
| BANK TFR | Stellar Building & Maintenance Ltd Completion of maintenance works (part of 2021 maintenance schedule) | 2765.00 | 553.00 | 3318.00 |
| DEBIT CARD | Adobe Systems Software Adobe Acrobat monthly subscription | 12.64 | 0.00 | 12.64 |
| BANK TFR | PKF Littlejohn External Audit of 2020-21 Annual Governance & Audit Return | 400.00 | 80.00 | 480.00 |
| DEBIT CARD | Amazon Pavilion Supplies | 16.23 | 3.25 | 19.48 |
| DEBIT CARD | Amazon Office Supplies | 25.55 | 2.88 | 28.43 |
| BANK TFR | SLCC Enterprises Ltd Staff Training | 20.00 | 4.00 | 24.00 |
| BANK TFRS | Staff Salaries & Expenses July 2021 | 2811.04 | 0.00 | 2811.04 |
| DD | Virgin Mobile Phone contract | 7.00 | 1.40 | 8.40 |
| BANK TFR | Sam Rogers Treecare Recreation Ground Tree Maintenance Work | 610.62 | 122.12 | 732.74 |
| DD | B&CE HSM Ltd (The People's Pension) | 277.98 | 0.00 | 277.98 |
| DD | SAGE UK Ltd Payroll software | 7.00 | 1.40 | 8.40 |
| DD | E.On (Unmetered Supply) July 2021 | 80.83 | 4.04 | 84.87 |
| BANK TFR | Koolplay Ltd Climbing Rox Deposit Payment | 12640.00 | 2528.00 | 15168.00 |
| DD | EE Mobile phone contract | 8.26 | 1.65 | 9.91 |
| DD | E.On (Pavilion Electricity) Jul/Aug 2021 | 337.29 | 67.46 | 404.75 |
| DD | British Gas Pavilion Gas Jul/Aug 2021 | 90.25 | 4.51 | 94.76 |
| DD | Shred Station Confidential Waste Collection (Jul 21:holding fee) | 15.00 | 3.00 | 18.00 |
| DD | Onecom Ltd Broadband & Telephone July 21 | 69.01 | 13.80 | 82.81 |
| September Payments to date | | | | |
| BANK TFR | Sally Jolly Printing of DG News Autumn 2021 Edition | 871.60 | 0.00 | 871.60 |
| DEBIT CARD | Adobe Systems Software Adobe Acrobat monthly subscription | 12.64 | 0.00 | 12.64 |

| | | | | |
|--|--|---------|--------|---------|
| BANK TFR | Getting-IT-Working IT Support August 2021 | 150.00 | 0.00 | 150.00 |
| BANK TFR | Teambase Pavilion Supplies | 110.40 | 22.08 | 132.48 |
| BANK TFR | Gardens of England Grounds Maintenance August 2021 | 2719.50 | 0.00 | 2719.50 |
| BANK TFR | KCC Photocopier Data Cleansing (old machine) | 245.00 | 49.00 | 294.00 |
| BANK TFR | KCC Photocopier Lease (01/07-30/09/21) | 82.52 | 16.50 | 99.02 |
| BANK TFR | Stellar Building & Maintenance Ltd Repairs to dog bin, goal post & removal of metal post Longford Meadow | 150.00 | 30.00 | 180.00 |
| BANK TFR | Stellar Building & Maintenance Ltd Supply & installation of 5m barrier gate (Longford Meadow) | 1350.00 | 270.00 | 1620.00 |
| BANK TFR | Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing August 2021 | 788.91 | 157.78 | 946.69 |
| BANK TFR | Kent County Playing Fields Association Annual Subscription 2021-22 | 20.00 | 0.00 | 20.00 |
| BANK TFR | Pyrovision Ltd Deposit for DG Fireworks Display Sept 2021 | 375.00 | 75.00 | 450.00 |
| BANK TFR | CPRE Annual Subscription 2021-22 | 36.00 | 0.00 | 36.00 |
| BANK TFR | SDC Saturday Freighter August 2021 | 121.74 | 24.35 | 146.09 |
| BANK TFRS | Staff Salaries & Expenses September 2021 | 2784.95 | 0.00 | 2784.95 |
| BANK PMT | HMRC QTR 2 2021/22 PAYE Tax & NI Payment | 3092.80 | 0.00 | 3092.80 |
| DD | Virgin Mobile Phone monthly contract | 7.00 | 1.40 | 8.40 |
| DD | British Gas Pavilion Gas Aug/Sept 2021 | | | 95.50 |
| DD | SAGE UK Ltd Payroll software | 7.00 | 1.40 | 8.40 |
| DD | B&CE HSM Ltd (The People's Pension) | 285.88 | 0.00 | 285.88 |
| BANK TFR | Mr Lewis Ross Done Lewis Ross Music (Fireworks Event 25/09/21) | 160.00 | 0.00 | 160.00 |
| BANK TFR | Phoenix Medical Services Ltd First Aid Event Support (Fireworks 25/09/21) | 100.00 | 0.00 | 100.00 |
| September Payments (expected but unconfirmed/not yet paid as at 13/09/21) | | | | |
| DD | Shred Station Confidential Waste Collection (Aug: holding fee) | 15.00 | 3.00 | 18.00 |
| DD | E.On (Unmetered Supply) Aug/Sept 2021 | | | |
| DD | EE Mobile phone contract | | | |
| DD | E.On (Pavilion Electricity) Aug/Sept 2021 | | | |
| DD | 123-Reg Ltd Domain Name renewal (2021-2023) | | | 28.78 |
| DD | Onecom Ltd Broadband & Telephone August 21 | | | |

ACTION: CLERK

11. PLANNING

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

11.1a Planning Application 21/02331/HOUSE

Location: Donnington House 65 London Road

Development: Single storey extension to rear, flat parapet roof with a small roof lantern.

Recommendation: None

11.1b Planning Application 21/02192/WTPO

Location: DSTL Fort Halstead Crow Drive Halstead

Development: Fell Lawson Cypress tree close to building X23.

Recommendation: None (not needed; information only)

11.1c Planning Application 21/02101/HOUSE

Location: Hillview Rye Lane

Development: Erection of a single storey wrap around extension.

Recommendation: None

It was noted that no comments for the above applications had been submitted because of insufficient responses having been received by the Clerk.

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

There were no current applications to consider.

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

11.3a Planning Application 21/01828/HOUSE

Location: 1 Crescent Cottages Station Road

Development: New front porch.

GRANT OF PLANNING APPLICATION: Subject to conditions

11.3b Planning Application 21/01847/FUL

Location: 36 Lennard Road

Development: Conversion of existing extension, erection of a first-floor extension and widening of existing crossover all to form a separate dwelling.

GRANT OF PLANNING APPLICATION: Subject to conditions

11.3c Planning Application 21/01904/HOUSE

Location: 24A Hillfield Road

Development: New skylights to front and rear roof.

GRANT OF PLANNING APPLICATION: Subject to conditions

11.3d Planning Application 21/02153/HOUSE

Location: 20 Hillfield Road

Development: Proposed first floor side and rear extension; proposed new conservatory with rooflight.

GRANT OF PLANNING APPLICATION: Subject to conditions

11.3e Planning Application 21/02331/HOUSE

Location: Donnington House 65 London Road

Development: Single storey extension to rear, flat parapet roof with a small roof lantern.

Recommendation: None

GRANT OF PLANNING APPLICATION: Subject to conditions

11.3f Planning Application 21/00999/FUL

Location: 149-155 London Road

Development: Demolition of the existing buildings and erection of 7 flats with associated parking area.

REFUSAL OF PLANNING PERMISSION: On the following grounds

1. The proposal by virtue of the design, roof form, bulk and scale, would constitute an incongruent addition, which would dominate and significantly harm the street scene and the character and appearance of the local area, As such the proposal is contrary to policies SP1 of the Sevenoaks Core Strategy and EN1 of the Sevenoaks Allocation and Development Management Plan.
2. The proposal will result in an increase in use of the existing sub-standard access via a private road, to the detriment of highway safety. As such, the proposal would be contrary to policies EN1 and T1 of the Sevenoaks Allocation and Development Management Plan

11.4 SDC S106 affordable housing developer contributions policy around use of funds and 'quality of opportunity': update if available

The Clerk had raised this at a Clerks' Forum meeting in July. SDC had been unable to provide a complete answer at that meeting and had indicated that more information could be provided but that had not happened. The Clerk will chase again.

ACTION: CLERK

11.5 McCarthy Stone Pre-planning application proposals for redevelopment of the former Vauxhall Garage site: update following meeting

It was noted that Chairman, Cllr. Norton and the Clerk had attended a meeting with McCarthy Stone representatives. It had been a very positive meeting. McCarthy Stone manage their properties (unlike housing developers that the Parish Council has experience of) and have a vested interest in becoming involved with the local communities that they join. Concerns about parking were raised and it was indicated that there was very likely going to be a pool car available to residents (as is the case at several of their existing developments). The matter of flooding was also brought to the attention of the developer. It is anticipated that a planning application could be submitted before the end of the year, with the building being completed within two years.

11.6 136 London Road: Refurbishment and impact on access road/neighbours – update following July meeting

It was noted that the day after the July meeting, scaffolding had been put up (despite the Parish Council not having had an opportunity to put forward its objections). There was a two-week period of disruption. There appears now to be no work being undertaken on the site, but rumours persist that the intention is that the shop area will be let (allegedly with an indication that the recreation ground car park can be freely used: this is not the case) and with the possibility that the higher floors will comprise a flat eventually (for which there is no planning permission or parking). The Parish Council will continue to monitor developments at this site.

ACTION: CLERK

11.7 Chevening Parkland Scheme

It was noted that the application had been refused. The Clerk had been contacted only recently by property owners in Mill Road who had not previously been aware of the scheme. Their concerns were largely around possible contamination of the waterways in Dunton Green from the Chevening Estate and the impact that this might have on a population of extremely rare crayfish. These concerns had been submitted to SDC and were considered along with all the other local concerns.

Whilst this is good news, Dunton Green Parish Council is of the view that this decision is very likely to be appealed and/or an alternative application might be submitted.

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Grounds Maintenance

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

All works scheduled have now been completed: the bus shelter, village sign, the Lusted Road noticeboard (although a repair needs to be carried out to affix more firmly the corkboard), the Pounsley Road dog bin, the litter bin in Longford Meadow reinstated after ASB, Rose Garden 'Eckersley' bench, Rose Garden wall, London Road (north end) old noticeboard removed & new installed and new barrier gate installed at Longford Meadow.

12.1b Contract Renewal

The current Grounds Maintenance contract will end on 31st March 2022. This contract will need to go out to tender. The Clerk suggested that documents should be made available in early December so that tenders can be reviewed in January with a view to a decision being made in January 2022. It would be necessary for the Finance & General Purposes Committee to meet to review the contract and the Clerk would contact members of the Committee with proposed dates.

ACTION: CLERK

12.2 Projects - Updates (if available) regarding:

12.2a Climbing Rox

The order has been confirmed, deposit paid, and installation is expected towards the end of

November/December. There will be updates when timings are confirmed. There will also be installation of additional bins and seating in the area to make it comfortable for visitors. There will also be some scoping out of what might be feasible in terms of lighting and CCTV for the area, should that prove necessary.

ACTION: CLERK

12.2b Seating / benches

A plan of locations and costs will be provided at the October meeting.

ACTION: CLERK

12.3 Pavilion: Proposal regarding rooms for hire

The Clerk and the Bookings & Facilities Assistant outlined a proposal to simplify bookings and to minimise the need to put the partition wall up or take it down. Historically, two councillors had assisted with this, but it is simply not sustainable with the number of times each day that this needs to be done. The result is that hirers of what is currently the Main Hall are often using all the space but are not being charged for it. The proposal is that a combined area of the Main Hall & Room 1 (to be known as the Main Hall) and Room 2 (to be known as the Meeting Room) will be available. There will be no option to hire a smaller space with the partition wall up. For any legacy regular hirers who currently only hire the Main Hall, there will be a transition period where their hire fees catch up over a period of years rather than being subjected to any immediate price hike. It was Proposed – Cllr. Gomes-Chodyniewski, Seconded – Cllr. Lockey and Agreed that the proposal be implemented. The Clerk would update the website with the simplified charging schedule immediately.

ACTION: CLERK

12.4 Football pitch/changing room hire: update

The Clerk confirmed that despite the Parish Council's efforts to have the pitch verti-drained and sand dressed, the football club had decided that the pitch is still not up to their standards and so have moved to a ground at Edenbridge Rugby Club. There are currently no teams playing at the recreation ground site.

12.5 Price's Wood: 'Friends of' group and proposal for new litter bin

The Clerk updated members and informed that Ollie Ireland and Peter Ashlee are actively promoting a 'Friends of Price's Wood' group to help manage the bike trail and general upkeep of the site. The Parish Council will continue to ensure that the wood is properly managed and maintained. The Clerk has confirmed that the volunteers will be acting as Parish Council volunteers and so are covered by DGPC's Public Liability insurance. The group has asked if a litter bin can be installed to encourage people to pick up. It was Proposed – Cllr. Copeland, Seconded – Cllr. Parker and Agreed that a litter bin should be installed.

ACTION: CLERK

12.6 Defibrillators: consider additional locations

A recent fatality on London Road has highlighted the fact that the south and north extremities of the village are not covered by a defibrillator. It was agreed that The Miners Arms and the Rose & Crown would be ideal sites (outside walls) to locate two additional defibrillators. The village has four publicly accessible defibrillators provided and maintained by the Parish Council (Village Hall, Dunton Green Pavilion, Shopping Parade, Ryewood). It was Resolved that if the venues are amenable that the Clerk should take steps to have two new defibrillators installed with heated cabinets.

ACTION: CLERK

13. HIGHWAYS & TRANSPORTATION

13.1 To note meeting arranged with KCC & SDC to discuss road safety following recent fatalities on main & tributary roads in Dunton Green

The Clerk has organised a meeting at the end of September with KCC and SDC councillors to discuss what can be done to improve road safety through Dunton Green. Suggestions include making one of the lanes at the Tesco roundabout right-hand turn only, adding painted speed limits to the surface of the road, having a 20mph zone from at least the Lusted Road junction to north of the Duke's Head zebra crossing and speed Indicator signs need to be

installed in strategic location. The Parish Council would be willing to contribute to the cost of measures but needs KCC to indicate what is permissible. An update will be provided at the October meeting.

ACTION: CLERK

There has also been a request for a zebra crossing in Station Road. This has been discussed previously but the aim is to make the area safer for Ryewood residents but there is no spot suitable that is close enough to realistically make a difference. This will be raised at the meeting with KCC, but this topic is not the prime objective of that meeting.

Footpaths: it was noted that there is now a deadline by which footpaths can be registered as highways, after which this will no longer be possible. The Clerk will review the guidance and seek to register a section of the recreation ground to station footpath which is not technically a designated footpath and will also seek to take steps to take on the access road to the recreation ground officially.

ACTION: CLERK

14. ALLOTMENTS

Nothing to report.

15. COMMUNICATION

15.1 Newsletter

The Autumn edition has been delivered to all residents, just a few bulk deliveries to premises remain. There was some discussion around the frequency of the newsletter given that over the period of the pandemic it has been necessary to miss editions. For 2020 and 2021 there will only have been 3 editions per year. Trying to reduce the number of editions to 3 and timing them sensibly hasn't worked but the newsletter is quite burdensome for the Clerk and the Chairman if there isn't a stock of photos and articles coming from members of the Parish Council and the public. Members agreed to supply photographs from around the village and look to provide more articles. The copy deadline for the Winter edition is 1st November.

15.2 Social Media

Nothing to report.

16. EVENTS

16.1 DGPC Events: updates where available

16.1a Fireworks 2021

The event will go ahead on Saturday 25th September. The pyrotechnics have been booked, as has a singer and first aid support for the event. Arrangements for the day were discussed. The Clerk will ensure that the event is publicised on the website and Facebook page. Posters have gone up and the event is on the back cover of the newsletter. With the event not having taken place last year and given that there is still a concern around Covid, it was agreed that refreshments and glo-sticks will not be chargeable. There will be collection buckets for donations. Cllr. Lockey is the lead contact for the event.

ACTION: PL/ALL

16.1b Remembrance Day / Christmas plans: to consider

The Village Hall has been booked for the Remembrance Sunday Service. The Clerk will contact St, Mary's to establish whether there is anyone who can lead the service; the Scouts and the School will also be contacted. A wreath will be ordered. The Order of Service will be prepared by Cllr. Lockey in good time for it to be printed.

The intention is to have an outdoor Carols Around The Christmas Tree event this year but there is currently no date or details, and all will very much be dependent upon any restrictions that may or may not be in place at the time. It was agreed that some form of structure should be created on which lights could be strung/wrapped, to sit astride the small Christmas Tree. A tepee of lights, so to speak. The Clerk will establish what might be feasible.

Cllr. Hersey expressed concern about the condition of the Christmas Tree and his view that someone has deliberately cut the main growth upright stem. The Clerk will speak with the Grounds Maintenance Team to seek their view.

ACTION: CLERK/PL

16.1c Dunton Green APM / DGPC Parish Reception: to consider

It is anticipated that an event will take place in March 2022. A date is still to be determined.

16.1d The Queen's Platinum Jubilee

There had been no response yet to the offer to the school's PTA regarding them potentially using the recreation ground for an event. There were now thoughts that perhaps a fund-raising event is not suitable as a Jubilee event and that anything that is organised should be free of charge. It was agreed that the Clerk should liaise with Age UK to see whether there might be any interest in holding an event on the Sunday at the Recreation Ground – a Jubilee Lunch that the Parish Council could fund for older parishioners. Discussions could take place with the school to see if they might be involved. People could be encouraged to bring along picnics and make a community event at the recreation ground.

There was also discussion of the Queen's Green Canopy. It was suggested that an avenue of 70 trees could be planted from Wickens Meadow up to the motorway crossing (the boundary with Dunton Green) to mark the occasion. The Clerk would start communications with KCC in terms of permission to use their verges and with the Grounds Maintenance team to establish what native species would be most suitable for this.

ACTION: CLERK

16.2 Other Events

16.2a SDC Family Fun Day Wednesday 28th July 2021

It was noted that the event was well attended (even if the organisation was not as good as in previous years).

17. CORRESPONDENCE

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

The following correspondence items were noted:

Clerks & Councils Direct – September 2021 edition

Allotment & Leisure Gardener (NSALG magazine) – Issue 3 2021

LCR (NALC magazine) - Issue 3 2021

Local Councils Update – August & September 2021 editions

CPRE – Countryside Voices Summer 2021

Action with Communities in Rural Kent – Oast to Coast Summer 2021

KCC – Domestic Abuse Strategy: addition on safe accommodation. Consultation closes 27/09/21

SDC – Draft Statement of Licensing Policy for The Gambling Act – Request for Comments (deadline 20/10/21)

18. DATE OF NEXT MEETING

18.1 Scheduled: October 12th, 2021 (7.30pm) – Dunton Green Pavilion

19. PUBLIC SESSION

None.

The meeting closed at 9.21pm.