



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 8th February 2022 at 7.30pm

00. PUBLIC SESSION

The Chairman of Pounsley Road Residents Ltd (PRR Ltd) was in attendance and was invited to speak by the Chairman. With Item 11.3 to be discussed, the Chairman of PRR Ltd indicated that the purpose for writing again on the subject was to try to avoid a potential dispute in the future, which he indicated could be expensive for both sides. He also indicated that there was a misconception about the legal area and that quite specialist advice might be required.

There were no immediate questions from councillors on the matter and it would be discussed later in the meeting.

01. PRESENT / APOLOGIES

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

Apologies (accepted): Cllrs. Norton, Lockey, Gomes-Chodyniewski. Bayley (SDC), Chard (KCC), Wendy Jackson (Bookings & Facilities Assistant)

In attendance: Tracy Godden (Clerk), 1 member of the public

02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 11th January 2022 were approved as a true record.

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

03. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllrs. Hersey and Parker – Item 13.1 To consider allotment charges for 2022/23 (Pecuniary Interests).

04. GENERAL ADMINISTRATION

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

None.

4.2 Policies: to consider new policies (Bereavement Policy)

The Clerk confirmed that the Parish Council currently does not have a Bereavement Policy and there is no reference to Bereavement Leave in the Sickness (Absence Management) Policy. An example policy had been provided for members to consider as the basis for a DGPC policy. It was agreed that the Clerk should make some adaptations and bring a final draft proposal to the March meeting.

ACTION: CLERK

4.3 Policies: to consider a timetable to review of each of the Parish Council's existing policies

The Clerk advised that the Parish Council's policies should be reviewed. It might be necessary to make some updates because of changing circumstances, updated law or new DGPC requirements but many will still be fit for purpose. It was suggested that two or three policies should be reviewed at each meeting, so that the reviews can be considered.

ACTION: CLERK

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

The Clerk had attended an Appraisal Skills workshop and a training session on managing communication effectively in a crisis (both through KALC). The Bookings & Facilities Assistant was completing an MS Publisher course.

05. DGPC NOMINATED REPRESENTATIVES – EXTERNAL BODIES

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

It was noted that there had been a meeting of the Donnington Hall Management Committee. Whilst there was nothing of note to report, the Management Committee is looking to update the website for the Hall. The Clerk would forward details of HugoFox as a potential free platform.

ACTION: CLERK

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

The Clerk updated members on issues over the last week with sever. Seemingly a Microsoft update had caused issues with the server's operating system and the hard drive had been corrupted. The server had been unavailable for a week. It had been possible for the Parish Council's IT support to retrieve files for the Clerk from the back up (which had been completed on the evening of 31st January, the night before the issues arose). It was not ideal that the Clerk and the Bookings & Facilities Assistant couldn't access the cloud back up files direct (they can only be accessed by IT Support). A new hard drive has been installed (at a cost of £80), so that the server is accessible. The incident has raised some questions as to how suitable a server-based system is for the Parish Council in the longer term. It was agreed that the Clerk should initiate an IT audit and scope out potential longer-term solutions.

ACTION: CLERK

07. COMMUNITY DEVELOPMENT & SAFETY

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

The PCSO's most recent newsletter had been shared with members. The Clerk had since received an update advising that the PCSO had been doing some work around the youths and drugs in Dunton Green. It seems that the PCSO may have now found the right department for the CCTV at the station and has requested any footage / stills of the youths. Once that has been obtained, the PCSO will start getting them identified so appropriate action can be taken. A possible suspect who could be selling the drugs in the village has been identified and information has been sent to all the policing teams and the vehicle used has been nominated for the ANPR cameras. More recently, there was a call about three youths with catapults near the motorway bridge, but they made off before patrols got there. The informant did give a description of the youths, so the PCSO now has an idea who to look out for.

There is a good deal of work in progress in identifying and dealing with those behind antisocial behaviour (ASB) in the village (litter bin fires at the station; broken glass in the recreation ground; two catapult attacks on the London Road noticeboard; drug dealing/taking around the parade/underpass).

The Clerk was asked to write to the Police & Crime Commissioner to raise concerns about the catapults in Dunton Green and the low staffing levels to deal with the policing demand.

ACTION: CLERK

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

Mini tennis and basketball are scheduled to return at Easter. The Clerk has spoken with Age UK regarding the provision of transport for the Lunch Club (and Pop In Café, if also required). This is proving more complicated than envisaged. The Clerk is working with the Lunch Club volunteers to try to establish who is not attending because of lack of transport; it was suggested that a mail drop to Hamlin Court and an article in the newsletter might be a good means of gauging demand. It might also be possible to talk to the local U3A and Sevenoaks Volunteer Transport Group to see if they might be able to contact anyone that they know is isolated.

ACTION: CLERK

08. FINANCE

8.1 Bank Reconciliation

A bank reconciliation (to 31st January 2022) was presented by the Clerk, and it was Resolved that it be accepted. The Parish Council's Chairman will continue to verify all the bank balances stated on the reconciliations against the bank / investment statements when it is safe and appropriate to do so at the office.

ACTION: CLERK

ACTION: FE

BANK RECONCILIATION TO END 31/01/2022

Description	Value £	Value £
Cash in hand 01/04/2021		£162,561.86
ADD Receipts 01/04/2021 – 31/01/2022		£172,542.42
TOTAL		£335,104.28
SUBTRACT		
Payments 01/04/2021 – 31/01/2022		£205,859.65
A: Cash in hand 30/12/2021		£129,244.63
Cash in hand per Bank Statements		
NatWest Reserve 31/01/2022	£40,878.33	
NatWest Current 31/01/2022	£8,153.33	
CCLA Public Sector Deposit 31/12/2021	£40,212.77	
CCLA Local Authorities Property Fund 31/03/2021	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£129,244.63
Less unrepresented cheques		£0.00
TOTAL		£129,244.63
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£129,244.63

8.2 Earmarked Reserves

To discuss the allocation of funds to reserves and confirm spending authority during the next financial year.
Deferred to March meeting.

ACTION: CLERK

09. ACCOUNTS FOR PAYMENT

9.1 List of payments for approval

It was Proposed – Cllr. Lapham, Seconded – Cllr. Parker 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 £
January Payments (reported at January meeting in italics)				
BANK TFR	<i>NSALG Ltd Annual membership of The National Allotment Society</i>	<i>30.00</i>	<i>0.00</i>	<i>30.00</i>
BANK TFR	<i>Getting IT Working IT Support Dec 2021</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>
BANK TFR	<i>Sally Jolly Printing of Dunton Green News (Winter 2021)</i>	<i>924.75</i>	<i>0.00</i>	<i>924.75</i>
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 December 2021</i>	<i>325.00</i>	<i>0.00</i>	<i>325.00</i>
BANK TFR	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing December 2021</i>	<i>697.12</i>	<i>91.79</i>	<i>1004.29</i>
BANK TFR	<i>Came & Co (Gallagher) Additional premium for Climbing Rox insurance</i>	<i>130.01</i>	<i>0.00</i>	<i>130.01</i>
BANK TFR	<i>Koolplay Ltd Climbing Rox (supply and installation)</i>	<i>29493.45</i>	<i>898.69</i>	<i>35392.14</i>
BANK TFR	<i>Ms T Godden Purchase of 2 small kettles for Pavilion</i>	<i>15.00</i>	<i>0.00</i>	<i>15.00</i>
DD	<i>Onecom Ltd Broadband & Telephone Nov/Dec 21</i>	<i>69.01</i>	<i>13.80</i>	<i>82.81</i>
BANK TFR	<i>Streetlights Maintenance (vegetation clearance Col 55 Pounsley Road / CCTV signs)</i>	<i>115.00</i>	<i>23.00</i>	<i>138.00</i>

DEBIT CARD	Able Electrical Ltd Installation of new defji cabinet at The Bed Post	90.00	18.00	108.00
DEBIT CARD	Nisbets Purchase of new water boiler unit for Pavilion	369.99	73.99	443.98
DD	British Gas Pavilion Gas Nov/Dec 2021	199.58	39.91	239.49
BANK TFRS	Staff Salaries & Expenses January 2022	2603.91	0.00	2603.91
BANK TFR	Newlands Nursery Trees for Longford Meadow planting scheme (Queen's Green Canopy)	756.77	96.97	853.74
DD	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	E.On (Pavilion Electricity) Dec 2021	621.08	124.22	745.30
DD	Shred Station Confidential Waste Collection (October)	35.00	7.00	42.00
DD	B&CE HSM Ltd (The People's Pension)	263.35	0.00	263.35
DEBIT CARD	Amazon Pavilion Supplies (Black Sacks)	10.25	2.05	12.30
BANK TFR	KCC Photocopier leasing & copies	106.47	21.29	127.76
BANK TFR	Mr K Wilson Sports sessions (Mini Tennis Apr to Sept)	1360.00	0.00	1360.00
BANK TFR	Russell John Bathrooms Installation of new water boiler in kitchen	195.00	39.00	234.00
DD	123 Reg Ltd Email Pro Annual Subscription	83.88	16.78	100.66
BANK TFR	SLCC Enterprises Ltd Clerk's Training - Practitioners Conference Feb 22	75.00	15.00	90.00
DEBIT CARD	Amazon Pavilion & Office Supplies	59.60	11.94	71.54
DD	EE Mobile phone contract	8.26	1.65	9.91
DD	E.On (Unmetered Supply) Dec 2021	53.57	2.68	56.25
BANK TFR	Communicorp Subscription for NALC Local Councils Update	100.00	0.00	100.00
BANK TFR	Stellar Building & Maintenance Various works around village	600.00	120.00	720.00
DD	EE Mobile phone contract			
DEBIT CARD	Amazon Office Supplies / storage equipment	63.29	12.67	75.96
BANK TFR	Getting IT Working IT Support Jan 2022	150.00	0.00	150.00
BANK TFR	Locum Locks Supply and installation of deadlock for main door	394.30	78.87	473.17
DD	Npower Business (Unmetered Supply) Dec 2021	27.26	1.36	28.62
BANK TFR	The Play Inspection Co Ltd Annual H& S Play Equipment Inspection	67.00	13.40	80.40
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing, Windows Jan 22	899.11	179.82	1078.93
BANK TFR	Glasdon UK Ltd Litterbins (x 4) for Longford Meadow and Rec	573.32	114.66	687.98
DD	123 Reg Ltd Linux Essentials (Hosting) Annual Renewal	59.88	11.98	71.86
DD	Onecom Ltd Broadband & Telephone Dec/Jan 22	68.66	13.73	82.39

February Payments to date				
BANK TFR	Gardens of England Grounds Maintenance January 2022	500.00	0.00	500.00
BANK TFR	SDC Saturday Freighter 29/01/22	121.74	24.35	146.09
BANK TFR	Surrey Hills Solicitors LLP Professional charges (advice in conference & preparation work): footpath/access road/car park	375.00	75.00	450.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
BANK TFR	Came & Co (Gallagher) Cyber Insurance renewal	319.20	0.00	319.20
DD	British Gas Pavilion Gas Dec 21-Jan 22	265.81	53.16	318.97
BANK TFRS	Staff Salaries & Expenses February 2022	2606.56	0.00	2606.56
February Payments (expected but unconfirmed/not yet paid as at 07/02/22)				
DD	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	Shred Station Confidential Waste Collection (October)	35.00	7.00	42.00
DD	B&CE HSM Ltd (The People's Pension)	263.77	0.00	263.77
DD	E.On (Pavilion Electricity) Jan 2022			
DD	E.On (Unmetered Supply) Jan 2022			
DD	EE Mobile phone contract			
BANK TFR	Getting IT Working IT Support Feb 2022	150.00	0.00	150.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing February 2022			
DD	Onecom Ltd Broadband & Telephone Jan/Feb 22			
DD	Virgin Mobile Phone monthly contract	7.00	1.40	8.40

ACTION: CLERK

10. PLANNING

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

10.1a Planning Application 22/00263/HOUSE

Location: 18 Station Road

Development: Formation of a vehicle access

Due to councillor absences and three councillors knowing the applicant, the meeting was inquorate for the purposes of agreeing a recommendation for this application.

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

10.2a Planning Application 21/033794/HOUSE

Location: 3 Macmillan Road

Development: To remove the balcony and erect a first-floor extension over existing balcony area

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

Granted: Subject to conditions

It was also noted that the Appeal regarding the application for the development of the Former Broke Hill Golf Course had been dismissed, mainly on the grounds of development not being appropriate in the Green Belt.

11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

11.1 Grounds Maintenance

11.1a Work planned (repairs/maintenance: non-grounds maintenance) update

There are a few small, planned works still to be completed; the Clerk will continue to chase the contractor.

ACTION: CLERK

11.2 Projects - Updates regarding:**11.2a Climbing Rox**

The new trees have been planted and the grounds maintenance team will water and monitor until they are established. The solar lighting column is scheduled to be installed this week. Litter bins have been delivered but there is no information yet about a delivery date for the picnic table and benches. These have been purchased via the Welcome Back Fund and ordered directly by SDC. The Clerk will plan for the bins to be installed as soon as possible (it could be some time before the seating is delivered).

ACTION: CLERK

11.2b The Queen's Green Canopy

The planting at Longford Meadow forms part of this project but there will be a second phase where planting will be completed in Price's Wood (the national project properly starts after the Jubilee weekend). The Clerk will start discussions with the Tree Officer.

ACTION: CLERK

It was noted that Cllr. Lapham had made some tentative enquiries with the Woodland Trust and with a local tree surgeon about potential proposals for the Parish Council's extension land. This was with a view to getting a very ballpark figure of potential costs.

11.2c Footpath SR102 registration of section to station and recreation ground access road

An Evidence Statement document (which needs to be completed by witnesses and then submitted with the application for a Modification Order to add this section of footpath to the Definitive Map) was given to members. The Clerk had added information details including photographs of the footpath and maps/plans of the route (including grid references) to supplement the information.

Copies of the documents would be issued to members to give to potential witnesses. The APM event at the end of March could also prove to be an opportunity to find witnesses.

ACTION: CLERK

11.2d CCTV for MUGA & Tennis Court

Work to install CCTV had commenced and all the cabling had been installed. However, connection in the office and actual installation of the cameras had yet to be completed. This was because the scope of works had not recognised that the floodlight column is hinged for maintenance of the lights (and means, therefore, that the cameras cannot be directly attached to the column as anticipated). The Clerk has already chased once for a progress update and will do so again.

ACTION: CLERK

11.3 Price's Wood / Pounsley Road Car Park: to consider further correspondence from Pounsley Road Residents Ltd and agree response (subject to consideration of professional advice)

Further correspondence had been received from the Chairman of Pounsley Road Residents Ltd regarding a car parking area in Pounsley Road which is on Parish Council land. The matter had been addressed at the October 2021 meeting when the Parish Council had agreed that, in line with its general policy, it would not gift, transfer or sell its land (particularly land that had been gifted to it).

The Clerk had obtained legal advice regarding the matter and a suggested course of action which would seemingly address the concerns of residents whilst honouring the Parish Council's philosophy would be to offer a Licence to Occupy.

There was some discussion about points that the solicitor had raised and in response to the correspondence received. The Parish Council had not indicated that the car park area could not be used and was somewhat at a loss as to why residents were apparently concerned that this might be a possibility. As they allegedly were, it seemed

proper to allay those concerns by offering a Licence to Occupy (to Pounsley Road Residents Ltd) for as long a term as possible. There would inevitably be incursion of costs. There had already been expenditure for legal advice, and the Chairman of PRR Ltd indicated that PRR Ltd would be open to contributing towards/covering costs.

It was Proposed – Cllr. Hersey, Seconded – Cllr. Carrol and Agreed that the Parish Council should investigate further with its solicitors a Licence to Occupy; request a pro forma document and take advice as to the length of term that the Parish Council could reasonably offer.

ACTION: CLERK

12. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

12.1 Parish Speed Indicator Device (SID) Scheme: update

There had been a consultation in the Winter edition of Dunton Green News and, since the January meeting, this had been shared via the Parish Council's website and Facebook page. Unfortunately, there had been no further contacts from residents indicating whether they support the scheme.

It was agreed that follow up details would be included in the Spring edition of Dunton Green News, trying a different approach. It was suggested that the school could be asked to help share information and prompt support for the scheme from parents, as well as any Residents Associations in the village. There was also a suggestion that sign up sheets be left in local shops to try to garner some support for the scheme.

ACTION: CLERK

13. ALLOTMENTS

13.1 To consider allotment charges for 2022/23

It was Proposed – Cllr. England, Seconded – Cllr. Lapham and Agreed that the charges for 2022/23 would not be increased. (Cllrs. Hersey and Parker abstained from the vote as allotment plot holders).

14. COMMUNICATION

14.1 Newsletter

Work had commenced on the Spring edition. It was anticipated that copies would be available for deliver from the first weekend in March.

ACTION: CLERK

ACTION: ALL

15. EVENTS

15.1 DGPC Events: feedback/updates where available

15.1a Annual Parish Meeting Wednesday 30th March 7pm: to discuss planning

The caterer had been contacted; invitations and requests for reports would be issued in the next week; advertising would be prepared, and the Chair would make arrangements to order beverages.

ACTION: CLERK / FE

15.1b Litter Pick [Great British Spring Clean 25th March to 10th April 2022]: to consider setting a date

It was agreed that a litter pick event would be scheduled for Sunday 3rd April at 10.30am (meeting at the Pavilion). The Clerk would ensure this is advertised in the next newsletter and that litter picking equipment is sourced from SDC.

ACTION: CLERK

ACTION: ALL

15.1c The Queen's Platinum Jubilee – Beacon Lighting

There were insufficient Parish Council resources available for the Jubilee Celebration weekend (2nd to 5th June 2022) for running events over that period and for the Beacon to be lit on June 2nd.

15.1d 2022 Events Calendar: to confirm exact dates where possible and confirm month of the activity where it is too early to set a date

Fireworks Event – Saturday 24th September

Remembrance Service – Sunday 13th November

Christmas Singalong – December (somewhere before or just after the weekend of 17th/18th December: TBC)

16. CORRESPONDENCE

16.1 To consider a list of correspondence received since the January 2022 meeting

The following correspondence items were noted:

Fort Halstead Trust – Request for engagement with DGPC [copy sent to members 07/02/22]

Local Councils Update - Jan/Feb 2022

Southeastern - Request for feedback (annual survey)

Kent Police & Crime Commissioner - Safer in Kent PCC Budget Plan [copy sent to members 07/02/22]

Victim Support - Letter of thanks for donation

Sevenoaks Climate Action Network – Climate Action / Queens Jubilee

CPRE (Sevenoaks)– Confirmation of DGPC Rep / Update / Secretary vacancy

17. DATE OF NEXT MEETING

17.1 Scheduled: March 8th, 2022 (7.30pm) – Dunton Green Pavilion

18. PUBLIC SESSION

None.

The meeting closed at 8.56pm.