



## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 11<sup>th</sup> JULY 2023 at 7.30pm

### 00. PUBLIC SESSION

None.

### 01. PRESENT / APOLOGIES

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

Apologies: Tracy Godden (Clerk), Cllr. Clack (SDC)

In attendance: Wendy Jackson (Bookings & Facilities Assistant), Cllr. Bayley (SDC)

### 02. CO-OPTION

No applications for consideration.

### 03. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 13<sup>th</sup> June 2023 as a true and accurate record.

### 04. REQUESTS FOR DISPENSATIONS

Member Dispensation forms for the purposes of the budget and Precept setting for the period 2023 to 2027 (next election) had now been received (and approved by the Clerk) for all members.

### 05. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

### 06. GENERAL ADMINISTRATION

#### 6.1 Policies: to consider

##### 6.1a Review of existing policies

##### 6.1ai Co-Option (How to become a Councillor) Policy

No recommendations for change. Resolved to retain the Policy in its current format (amended to indicate date of review having taken place).

**ACTION: CLERK**

##### 6.1aii Meeting Attendance Policy and Guidance

No recommendations for change. Resolved to retain the Policy in its current format (amended to indicate date of review having taken place).

**ACTION: CLERK**

#### 6.2 Learning Opportunities (Cllr & Staff): to consider what has been undertaken, booked and is available

KALC had issued training plans and dates until March 2024. It may not be possible to book everything yet, but members can confirm with the Clerk which sessions they are interested in. There was a reminder that all members have agreed to the Civility & Respect pledge & signed Declarations of Acceptance of Office to undertake training. It was mentioned that the timings of the KALC training sessions were not very convenient. The Clerk has signed up for various themed summits & webinars via SLCC training (the planning summit took place last week). The BFA is currently undertaking an online PAT testing course.

### 6.3 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Bayley thanked the Parish Council for their letter in support of additional bus service initiatives for Dunton Green. It was acknowledged that there had been a lack of enforcement in terms of 136 London Road and Morant Courts Road. Cllr. Bayley is in contact with enforcement officers. It was noted that a building at the Primary School would be knocked down. Councillors at SDC had been assigned new posts and everything was taking shape. Cllr. Bayley is now Chair of Improvement and Innovations, looking at the redevelopment of town centres. There is also a working group looking into councillor allowances.

### 6.4 Collaboration on .gov Domain Pilot: to note progress of this project, if any

Both the Clerk and the Chair had been interviewed and given feedback. There had been a workshop that coincided with both the Clerk & the Chair being away. Surveys have been completed by various PCs and will be analysed. It is expected that DGPC will be contacted in the coming weeks re next steps for gov.uk registration but timings TBC. No timescales for completion of this. It was noted that the Parish Council is in a good position, as it already has a website, and all councillors have e-mail addresses.

### 6.5 IT Support Contract: To consider renewal

The current contract is due to be renewed. The supplier wants a minimum one-year term, but the Clerk suggests potentially trying to negotiate a more flexible contract that would allow DGPC to leave early but possibly at a premium. However, the cost is £150 per month currently (and no increase for the coming year) and so it may be cheaper to go for a year and withdraw (but have to pay balance of contract) than negotiating a higher monthly outlay. Somewhat depends on how quickly DGPC can move to a fully cloud based system. Members thoughts were invited.

There were some concerns around no longer having a physical server and whether paying £150 per month is worth it in light of the IT support that is actually received. There was also a question about when exactly the contract needs to be renewed. It was Resolved to renew the current contract arrangement for a year.

**ACTION: CLERK**

## 07. DGPC REPRESENTATIVES – EXTERNAL BODIES

### 7.1 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 attended or coming up.

## 08. CLERK'S REPORT

No Clerk's Report. The Clerk will issue a bulletin or two over the summer to keep everyone updated, particularly as there is no meeting in August.

**ACTION: CLERK**

## 09. COMMUNITY DEVELOPMENT & SAFETY

### 9.1 Anti-Social Behaviour – to note or consider any issues brought to the attention of the Parish Council (including Local Police Newsletter, incidents around station area and in Station Road)

There has been a significant amount of ASB recently, with trouble at the Station and various other places. PC Wilson is the new Beat Officer and will be attending the meeting in September. The Clerk hopes to meet with him prior to that and has already been in communication with him regarding the recent ASB incidents. PCSOs Harwood and Darling will also still be keeping an eye on Dunton Green.

There was some discussion around the incidents at the Station. Concerns were expressed around ticket machines and questions as to why the CCTV is not working or monitored.

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

Mini Tennis sessions will commence on 14<sup>th</sup> July and run for six weeks. Posters to advertise these sessions will go up this week.

Age UK Lunch Club takes a break in August and resumes in September. Pop In Café will run as usual in August.

## 10. FINANCE

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

A bank reconciliation (to 30<sup>th</sup> June 2023) was provided, 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 30/06/2023

| Description                                     | Value £     | Value £            |
|---|-------------|--------------------|
| <b>Cash in hand 01/04/2023</b>                  |             | <b>£117,495.28</b> |
| ADD Receipts 01/04/2023 – 30/06/2023            |             | £192,535.46        |
| TOTAL   |             | £310,030.74        |
| SUBTRACT  |             |                    |
| Payments 01/04/2023 – 30/06/2023                |             | £43,071.16         |
| <b>A: Cash in hand 30/06/2023</b>               |             | <b>£266,959.58</b> |
| Cash in hand per Bank Statements                |             |                    |
| NatWest Reserve 30/06/2023                      | £170,281.99 |                    |
| NatWest Current 30/06/2023                      | £15,256.58  |                    |
| CCLA Public Sector Deposit 30/06/2023           | £41,421.01  |                    |
| CCLA Local Authorities Property Fund 31/03/2023 | £40,000.00  |                    |
| <b>TOTAL CASH IN HAND per Bank Statements</b>   |             | <b>£266,959.58</b> |
| Less unrepresented cheques                      |             | £0.00              |
| TOTAL   |             | £266,959.58        |
| Plus unrepresented receipts                     |             | £0.00              |
| <b>B: Adjusted Bank Balance</b>                 |             | <b>£266,959.58</b> |

## 11. ACCOUNTS FOR PAYMENT

11.1 It was resolved to note expenditure for June and to approve items for payment in July. A list of cheques, Bank transfers and direct debits (with supporting documentation) was provided and verified & signed by two councillors.

| Payment Type  | Description  | Net £          | VAT £         | Gross £        |
|---|--|----------------|---------------|----------------|
| <b>June Payments (reported at June meeting in <i>italics</i>)</b> |  |                |               |                |
| <b>BANK TFR</b>   | <i>Getting IT Working<br/>IT Support May 2023</i>                                  | <i>150.00</i>  | <i>0.00</i>   | <i>150.00</i>  |
| <b>DEBIT CARD</b>   | <i>Adobe Systems Software<br/>Adobe Acrobat monthly subscription</i>               | <i>16.64</i>   | <i>0.00</i>   | <i>16.64</i>   |
| <b>DD</b>   | <i>Hiscox<br/>Annual Insurance Premium Monthly Payment</i>                         | <i>446.37</i>  | <i>0.00</i>   | <i>446.37</i>  |
| <b>BANK TFR</b>   | <i>KCC (KCS)<br/>Photocopier Leasing</i>   | <i>82.52</i>   | <i>16.50</i>  | <i>99.02</i>   |
| <b>DEBIT CARD</b>   | <i>Lebara Mobile<br/>SIM Only mobile contract</i>                                  | <i>4.95</i>    | <i>0.00</i>   | <i>4.95</i>    |
| <b>DEBIT CARD</b>   | <i>Amazon<br/>Reflective tape</i>  | <i>9.99</i>    | <i>2.00</i>   | <i>11.99</i>   |
| <b>DEBIT CARD</b>   | <i>Zoom<br/>Annual subscription</i>  | <i>119.90</i>  | <i>0.00</i>   | <i>119.90</i>  |
| <b>BANK TFR</b>   | <i>Knockout Print Ltd<br/>Pavilion and car park signage</i>                        | <i>995.00</i>  | <i>199.00</i> | <i>1194.00</i> |
| <b>BANK TFR</b>   | <i>The Original Tree Surgeons Ltd<br/>Recreation Ground (following inspection)</i> | <i>1050.00</i> | <i>210.00</i> | <i>1260.00</i> |

|  |  |         |        |         |
|--|--|---------|--------|---------|
| <b>BANK TFRS</b>   | Staff Salaries & Expenses<br>June 2023   | 2988.37 | 0.00   | 2988.37 |
| <b>BANK TFR</b>  | HMRC<br>Qtr 1 2023-24 PAYE Tax & NI Payment  | 3092.34 | 0.00   | 3092.34 |
| <b>DD</b>  | British Gas Pavilion Gas April/May 23  | 128.80  | 6.44   | 135.24  |
| <b>DD</b>  | SAGE UK Ltd<br>Payroll software  | 7.00    | 1.40   | 8.40    |
| <b>DD</b>  | Peoples Partnership (Pension)  | 296.05  | 0.00   | 296.05  |
| <b>DD</b>  | E.On Next<br>Pavilion Electricity May 2023   | 291.93  | 58.39  | 350.32  |
| <b>DD</b>  | Npower (was E.ON)<br>Unmetered Electricity Supply  | 74.68   | 3.73   | 78.41   |
| <b>BANK TFR</b>  | SLCC Enterprises Ltd<br>Staff Training (Planning Themed Summit)                                | 60.00   | 12.00  | 72.00   |
| <b>BANK TFR</b>  | SLCC Enterprises Ltd<br>Staff Training (Finance Themed Summit)                                 | 60.00   | 12.00  | 72.00   |
| <b>BANK TFR</b>  | SLCC Enterprises Ltd<br>Staff Training (Community Engagement Themed Summit)                    | 60.00   | 12.00  | 72.00   |
| <b>BANK TFR</b>  | SLCC Enterprises Ltd<br>Staff Training (Webinar – Graphic Design Software)                     | 30.00   | 6.00   | 36.00   |
| <b>BANK TFR</b>  | SLCC Enterprises Ltd<br>Staff Training (Strategic Vision)                                      | 30.00   | 6.00   | 36.00   |
| <b>DD</b>  | EE<br>Mobile Phone Contract  | 10.31   | 2.06   | 12.37   |
| <b>BANK TFR</b>  | Mrs W Jackson<br>Staff Training (PAT Testing)  | 60.00   | 12.00  | 72.00   |
| <b>BANK TFR</b>  | Getting IT Working<br>IT Support June 2023   | 150.00  | 0.00   | 150.00  |
| <b>BANK TFR</b>  | London Hearts<br>Defibrillator spares (for two defibs)   | 371.99  | 73.60  | 445.59  |
| <b>DD</b>  | Onecom Ltd<br>Broadband & telephone June 2023  | 88.25   | 17.65  | 105.90  |
| <b>July Payments to date</b>                                 |  |         |        |         |
| <b>DEBIT CARD</b>  | Adobe Systems Software<br>Adobe Acrobat monthly subscription                                   | 16.64   | 0.00   | 16.64   |
| <b>DEBIT CARD</b>  | Lebara Mobile<br>SIM Only mobile contract  | 4.95    | 0.00   | 4.95    |
| <b>DD</b>  | Hiscox<br>Annual Insurance Premium Monthly Payment   | 446.37  | 0.00   | 446.37  |
| <b>BANK TFR</b>  | Bishops Services Ltd (Bibby Factors Northwest Ltd)<br>Pavilion cleaning, jet washing June 2023 | 851.88  | 170.38 | 1022.26 |
| <b>BANK TFR</b>  | Value Products (Safety Signs for Less)<br>Fire exit keep clear / Fire Assembly Point           | 34.54   | 6.90   | 41.44   |
| <b>BANK TFR</b>  | Spy Alarms<br>Replacement bullet camera  | 306.00  | 61.20  | 367.20  |
| <b>BANK TFR</b>  | Gardens of England<br>Grounds Maintenance June 2023  | 3680.50 | 0.00   | 3680.50 |
| <b>BANK TFR</b>  | Safeplay Playgrounds Ltd<br>Maintenance & repairs  | 179.80  | 35.96  | 215.76  |
| <b>BANK TFR</b>  | Safeplay Playgrounds Ltd<br>Maintenance & repairs  | 718.00  | 143.60 | 861.60  |
| <b>July Payments (expected but unconfirmed/not yet paid)</b> |  |         |        |         |
|  | Not reported   |         |        |         |

ACTION: CLERK

## 12. PLANNING

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

### 12.1a Planning Application 23/01672/HOUSE

Location: 12 Mill London Road

Development: Conversion of existing garage into an entrance lobby. Demolition of the existing extension to create a new extension. Internal alterations. Rooflights.

**Recommendation: Support – Resolved**

**ACTION: CLERK**

### 12.1b Planning Application 23/01544/HOUSE

Location: Pounsley Studio Pounsley Road

Development: Single storey detached garage.

**Recommendation: Support – Resolved**

**ACTION: CLERK**

### 12.1c Planning Application 23/ 01748/FUL

Location: Land South Of 25 Hillfield Road

Development: Erection of a new dwelling with cycle shed and associated landscaping.

**Recommendation: Support – Resolved**

The Parish Council has previously supported this application in 2017 and then again in 2020, as long as there were no changes. There are issues around parking and access. It was noted that it is unclear whether there have been any further changes to this application. However, as the Parish Council has supported this application twice before, it was agreed to support again; the Parish Council will continue to seek improvements to parking policy.

**ACTION: CLERK**

### 12.1d Planning Application 23/ 00951/HOUSE AMENDED

Location: 4 Donnington Road

Development: Single storey rear extension, with rooflights and alterations to fenestration .

[Amendment: Additional elevations shown (right side)]

**Recommendation: Support – Resolved**

**ACTION: CLERK**

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

### 12.2a Planning Application 23/01171/HOUSE plus AMENDMENT

Location: Rugby House London Road

Development: Demolition of existing conservatory. Two storey rear addition and single storey rear addition.

Construction of new storey and a half side and rear extension. Construction of a single storey rear extension. New off street parking arrangement with dropped kerb and new access point. Juliet balcony.

**REFUSAL OF PLANNING PERMISSION**

### 12.2b Planning Application 23/00459/HOUSE

Location: Pounsley House Pounsley Road

Development: Single storey rear & side replacement extensions. Roof extensions to dwellinghouse with associated internal alterations. Replace existing garage & laundry building with erection of annex outbuilding. Erection of a garage. Demolition of existing outbuildings. Rooflights.

**WITHDRAWAL OF APPLICATION**

### 12.3 LAND AT MORANTS COURT ROAD

To receive an update regarding progress with clearing this site of imported material (if available).

Cllr. Lockey updated members. There continues to be some activity but not as much compared to the beginning of the summer. Vehicles are moving out predominantly. Signs have gone up re dogs and tasers. The tyres are still on site along with topsoil and in-fill brick. The Environment Agency is involved, and the majority of material has been transited off site. The expectation is that activity will be quiet over August but then pick up again in September.

## 12.4 LONDON ROAD DEVELOPMENTS

### 12.4a 136 London Road – Planning enforcement update re failure to provide parking spaces prior to occupation

There has been some recent activity - contractors have removed the side of the building. It is possible that some garages are being built, but it is unclear as to what is actually happening. Cllr. Bayley (SDC) is involved with the enforcement notice for this property.

## 13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 13.1 Grounds Maintenance

#### 13.1a Tree in Longford Meadow: to discuss felling versus cutting back

No decision had been taken between meetings due to differences of opinion. The Clerk had clarified that no precedent would be set by taking the tree down – the resident had not asked for the tree to come down and if DGPC has it felled it is an independent decision. Removal would eliminate future costs for DGPC and worry for the resident. It was resolved that three should not be felled but the Parish Council needs to know whether the resident will be contributing towards the cost of the tree cutting. Clerk to obtain a revised quotation for reduction of the tree and request a contribution from the resident.

**ACTION: CLERK**

#### 13.1b Kissing Gate fencing

A contractor is coming to site on 14/07 to assess and make recommendations/ provide a quote. The Chair will meet with them. They may also look at the area by the gym equipment to see if this can be cordoned off, although it was noted that this area is now blocked off by the debris from the tree pruning.

**ACTION: FE/CLERK**

### 13.2 Signage: to note conclusion of Recreation Ground & Pavilion project and to note potential timings for land asset signage installation

The new signage around the Recreation Ground and Pavilion is now complete. Members commented it looks very good, and it was noted that the company that carried out this project had been very efficient and cost-effective. The Clerk will supply the details for other signage around the village to the contractor and anticipates that this project will be completed over the summer.

**ACTION: CLERK**

### 13.3 Defibrillators: to consider potential future plans

It was noted that there are now schemes where defibs can be leased at a monthly cost. This may be something to consider (after a cost analysis has been completed) as DGPC models come up for replacement. The costs for batteries are increasing, especially for older models. It was agreed to follow up (again) with the Rose and Crown whether they could host a defib.

**ACTION: CLERK**

### 13.4 Play Equipment

#### 13.4a Repairs status

The BFA informed members that several repairs taken from Safeplay's February inspection had now been completed: new matting by one of the enclosed playground gates, a new pommel seat for the zip wire, replacement of a missing cap on the exercise bike, a new fixing and new matting by the carpark end goalpost at Longford Meadow. Plus an emergency repair carried out on the Rope Pyramid as one of the wire/rope rungs had broken.

#### 13.4b Outdoor Gym equipment replacement suggestions

The BFA outlined several quotes that had been received from Safe Play for replacement of the ski stepper. However, members had previously requested quotes for an alternative piece of kit to replace the ski stepper. Members agreed to the costings for this type of equipment. There was a



discussion around the safety and usability of the damaged ski stepper, and it was suggested that a chain be put around the ski stepper to stop people from using it. The BFA confirmed that she would ensure a notice was displayed to say, 'item broken/ use at own risk.'

**ACTION: BFA AND CLLR. LAPHAM**

#### **13.4c Play Games for MUGA revised quotations**

No information available yet.

#### **13.4d Play Goal Fencing quotations**

This is in progress. One contractor will provide a quote after a site visit later this week. The Clerk will issue info to members for consideration once all quotes have been received

**ACTION: CLERK**

#### **13.5 Litter Bins: to note SDC plans to allocate GPS locations**

'Graffiti' (numbers) had appeared on DGPC litter bins recently. It was noted that SDC are numbering them as part of scheme in which they can be mapped on a GPS system that they have. The Parish Council had no advance notice of this.

#### **13.6 Pavilion: to consider purchase of portable AC units for office and meeting room**

There had been previous discussions re permanently installed AC (not followed up) and the Clerk was now suggesting it would possibly be better to simply have two new small portable AC units (one for the office, one for the meeting room) so that staff can work more comfortably in the heat. It should be possible to purchase for under £1500 for both units. It was Resolved to agree to a budget of around £1500 for the purchase of AC units.

**ACTION: CLERK**

#### **13.7 Independent Electrical Supply on Village Green: to note communications with UKPN**

It was noted that the Clerk had started communications with UKPN having been able to follow up with local clerks who have arranged similar projects. An initial site visit is being arranged to discuss options with UKPN. The Clerk will keep members updated on progress.

**ACTION: CLERK**

### **14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)**

#### **14.1 Highways Improvement Plan (HIP): to note meeting scheduled with KCC Officer**

The Chair will meet with the KCC Officer. The aim is to have red tarmac on the road coming into the village, at the very least. The Clerk will follow up outcomes of the meeting on the return.

**ACTION: FE/CLERK**

#### **14.2 Buses: To ratify the decision to write to Cllr. Nick Chard to indicate support for any additional bus service initiatives for Dunton Green**

It was Resolved to ratify the decision to write a letter indicating support for additional bus services.

#### **14.3 To note various road works**

The following road works were noted: road surface improvement on Star Hill Road, carriageway post treatment ironworks on London Road outside Rose Cottage, temporary road closure on Twitton Lane, Otford.

#### **14.4 National Highways & Transport Network Survey 2023-24**

The Chair asked members to consider whether DGPC should submit a response to the survey. Members agreed that they would like to receive more information before agreeing whether a response should be submitted.

Clerk to forward further information.

**ACTION: CLERK**

### **15. EVENTS**

## 15.1 DGPC Events: to note/consider feedback/updates/requirements:

### 15.1a Annual Fireworks event

Cllr. Lockey informed members that he would now be away on the day of the fireworks event and that new volunteers are needed. Cllr. Lockey said he would be happy to provide a list of jobs that need doing/ walk through what needs to be done. Some of the jobs mentioned included: putting up the gazebo, purchasing glow sticks, putting padlocks on the sports courts. It was agreed that the Parish Council would not be providing refreshments. It was agreed that Cllr. Gomes-Chodyniewski would be in charge and Cllr. Parker would be involved in the event planning. Cllr. Hersey confirmed that there is plenty of wood in the outside store for the bonfire.

**ACTION: AGC/DP/PL/GH/CLERK**

### 15.1b Remembrance Sunday (12<sup>th</sup> November)

It was agreed that the Parish Council are required to take part in this event.

### 15.1c Christmas Event

The Chair clarified that arrangements for the Christmas Tree had been organised. It was agreed that the Christmas Singalong would take place on the evening of Friday 15<sup>th</sup> December. It was suggested that perhaps the Town Crier who had been received very well at the APM should be invited to host the event.

**ACTION: CLERK**

### 15.1d D-Day 80<sup>th</sup> Anniversary 6<sup>th</sup> June 2024 Beacon Lighting

Members were advised that this celebration is on the radar and is to be a national event. Members were asked to consider over the summer whether beacon lighting in Dunton Green should be done and whether an event could be arranged around it. Discussion again in September.

**ACTION: ALL/CLERK**

Cllr. Gomes-Chodyniewski left the meeting.

## 16. CORRESPONDENCE

### 16.1 Members considered or noted correspondence received since the June 2023 meeting

#### 16.1a Local Councils Update – July 2023

#### 16.1b Clerks & Councils Direct - July 2023

The Clerk will pass on Clerks & Councils Direct to Cllr. Hersey at a later date

**ACTION: CLERK**

#### 16.1c Resident – Complaint about Village Green Hedge

The complaint was noted, and it was acknowledged that the Parish Council receives this same complaint every year. It was confirmed that the grounds maintenance team are on the case (and had actually cut the hedge prior to the complaint being received).

It was noted that there had been some positive feedback/ correspondence from a resident about how lovely the hanging baskets are looking around the village.

## 17. DATE OF NEXT MEETING

### 17.1 September 12<sup>th</sup>, 2023 (7.30pm) – Dunton Green Pavilion

## 18. PUBLIC SESSION

None.

The meeting closed at 8.40pm.