



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 11th October 2022 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

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

Apologies: Cllrs. Gomes-Chodyniewski, Carrol, Lockey

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

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 12th September 2022 as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

None received.

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None received.

05. GENERAL ADMINISTRATION

5.1 Policies: to consider

5.1a New Policies

5.1ai Health & Safety

It was Resolved to adopt this policy.

ACTION: CLERK

5.2 Training (Cllr & Staff): to note training undertaken/booked and to consider training available

It was Resolved that the Clerk would attend this year's SLCC National Conference.

5.3 Civility & Respect Pledge

It was Resolved to sign up to the pledge to demonstrate commitment to standing up to poor behaviour, by supporting civil and respectful conduct.

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word. Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

AGREED

Our council has committed to training councillors and staff.

AGREED

Our council has signed up to Code of Conduct for councillors

AGREED

Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.

AGREED

Our council will commit to seeking professional help in the early stages should civility and respect issues arise.

AGREED

Our council will commit to calling out bullying and harassment if and when it happens.

AGREED

Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme

AGREED

Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

AGREED

ACTION: CLERK

06. DGPC REPRESENTATIVES – EXTERNAL BODIES

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

No meetings attended.

07. CLERK'S REPORT

The Clerk's report was received.

Mobile Phones: The Virgin contract for the booking & Facilities Assistant's phone will cease at the beginning of November (due to changes with Virgin Business provision). This is a SIM only contract and an equivalent will be sourced (potentially at a small cost saving). The Clerk's mobile phone is also now out of contract (SIM only), and it may be more cost effective to have two SIMs with one provider. As part of the budget process, an assessment will be made of the age & suitability of the existing mobile phones and, if necessary, replacements will be included in the budget for 2023/4.

ACTION: CLERK

Meeting Attendance Policy & Guidance: There had been several bouts of illness following the last meeting and it was suggested that this policy could be amended to cover the Council's expectations around attendance at meetings when councillors and staff are ill. It was Resolved that a clause should be added to the policy to indicate that councillors or staff should not attend meetings if they are ill, for the health & safety of all parties. The Clerk will draft an updated document for consideration at the November meeting.

ACTION: CLERK

08. COMMUNITY DEVELOPMENT & SAFETY

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

It was noted that a Traffic Officer had conducted speed checks on Morants Court Road on 7th October. Only one driver was stopped and given a ticket (a local driver from Knockholt).

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

An annual programme of sporting activities was considered, and it was Resolved to accept the proposal. The budget for 2023/24 will consider the costings that financial year

ACTION: CLERK / F&GP COMMITTEE

09. FINANCE

9.1 Bank Reconciliations

The Clerk presented a bank reconciliation (to 30th September), 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 30/09/2022

Description	Value £	Value £
Cash in hand 01/04/2022		£121,759.97
ADD Receipts 01/04/2022 – 30/09/2022		£153,950.79
TOTAL		£275,710.76
SUBTRACT		
Payments 01/04/2022 – 30/09/2022		£89,191.86
A: Cash in hand 30/07/2022		£186,518.90
Cash in hand per Bank Statements		
NatWest Reserve 30/09/2022	£103,409.54	
NatWest Current 30/09/2022	£2,687.98	
CCLA Public Sector Deposit 30/09/2022	£40,421.38	
CCLA Local Authorities Property Fund 31/03/2022	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£186,518.90
Less unrepresented cheques		£0.00
TOTAL		£186,518.90
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£186,518.90

9.2 Budget 2023-24: to agree a date for a meeting of the Finance & General Purposes Committee to start discussions relating to the budget for 2023-4

It was Agreed that a meeting of the F&GP Committee would take place at 7pm on Tuesday 22nd November in the Pavilion.

ACTION: CLERK / F&GP COMMITTEE

9.3 Option to opt out of the SAAA central external auditor appointment arrangements

Members noted that there is an option to opt out but concluded that alternative arrangements would be significantly more expensive. It was Resolved to remain with the SAAA appointed auditors (PKF Littlejohn).

10. DONATIONS 2021/22

10.1 To consider donations to be made to charitable organisations and groups for the current (2022/23) Financial Year

It was Resolved to make the following donations/grants for the 2022/3 Financial Year:

DONATIONS	2022-23
Citizens Advice in North & West Kent	£500.00
West Kent Mediation	£100.00
Kent Surrey & Sussex Air Ambulance Trust	£200.00
RBL Poppy Appeal	£100.00
Kent Community Domestic Abuse Programme	£200.00
Sevenoaks-Samaritans	£200.00
West Kent Mind	£100.00
Victim Support	£100.00
Sevenoaks Volunteer Transport Group	£500.00
Holding On Letting Go	£100.00
Relate West & Mid Kent	£50.00
Sevenoaks CFR	£400.00
Dunton Green Primary School PTA	£200.00
Sevenoaks Larder	£250.00
West Kent Neighbourhood Watch Association	£20.00
TOTAL DONATIONS	£3,020.00

GRANTS	2022-23
Age UK (Lunch Club) / Age UK Pop In	£1,200.00
TOTAL GRANTS	£1,200.00

ACTION: CLERK

10.2 To consider suggestions for additional support measures for local organisations that DGPC works with, reflecting on the impacts of the current cost of living crisis

The School's PTA had been invited to provide refreshments at the Christmas Singalong as a means of raising funds for the school. It was noted that members of the public are used to free refreshments being provided and so it was Resolved that the Council would offer to purchase the refreshments for the PTA to distribute and then collect donations on the evening.

ACTION: CLERK

Holiday Fit & Fed programme (as discussed under Item 8.2).

ACTION: CLERK

Period poverty: this has been discussed with Sevenoaks Larder but there is already a group that are managing this.

Use of the Pavilion Free of Charge for sessions by partner organisations: for example, Citizens Advice and their energy crisis information sessions. It was Resolved that the Council will offer the Pavilion for such uses and see if talks and information sessions can be tied in with other groups already using the building (such as Age UK and the Community Café).

ACTION: CLERK

11. ACCOUNTS FOR PAYMENT

11.1 List of payments for approval

It was Resolved to note expenditure for September and to approve items for payment in October. A list of cheques, Bank transfers and direct debits (with supporting documentation) had been provided and was signed off by two councillors.

Payment Type	Description	Net £	VAT £	Gross £
September Payments (reported at September meeting in <i>italics</i>)				

DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
BANK TFR	Live Biking Bike Trail Maintenance sessions (2020/21/22)	300.00	0.00	300.00
BANK TFR	Getting IT Working IT Support August 2022	150.00	0.00	150.00
BANK TFR	Safeplay Ltd Play equipment repairs/maintenance (including path extension)	3580.25	716.05	4296.30
BANK TFR	Gardens of England Grounds Maintenance August 2022	1012.00	0.00	1012.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing August 2022	836.91	167.38	1004.29
DD	British Gas Pavilion Gas Aug 22	19.67	0.98	20.65
BANK TFR	KCC Photocopier Leasing	82.52	16.50	99.02
BANK TFRS	Staff Salaries & Expenses September 2022	2937.45	0.00	2937.45
DD	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
BANK TFR	Sally Jolly DG News Autumn Edition Printing	1118.13	0.00	1118.13
DD	B&CE HSM Ltd (The People's Pension)	290.07	0.00	290.07
BANK TFR	SDC Saturday Freighter Hire (17 th September)	121.74	24.35	146.09
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DEBIT CARD	Able Electrical Ltd External lighting check and reset of timer	45.00	9.00	54.00
DD	E.On Next Pavilion Electricity August 2022	289.74	57.95	347.69
DD	EE Mobile Phone Contract	9.02	1.80	10.82
DEBIT CARD	Post Office Postage	16.32	0.00	16.32
DEBIT CARD	Amazon Pavilion Supplies (Paper towels)	24.16	4.83	28.99
BANK TFR	HMRC 2022/23 Qtr 2 PAYE Tax & NI	3161.19	0.00	3161.19
BANK TFR	CJS Plants Ltd Hanging Baskets & Planters 01/10/22-31/03/23	2072.50	414.50	2487.00
BANK TFR	Getting IT Working IT Support September 2022	150.00	0.00	150.00
DD	E.On / NPower Unmetered Supply August 2022	70.93	3.55	74.48
DD	Onecom Ltd Broadband & Telephone Aug/Sept 22	75.05	15.01	90.06
DD	Shred Station Confidential Waste Disposal Service	38.30	7.66	45.96
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing September 2022	836.91	167.38	1004.29
October Payments to date				
BANK TFR	Gardens of England Grounds Maintenance September 2022	3783.25	0.00	3783.25
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64

DEBIT CARD	Amazon Pavilion supplies (Stationery)	43.49	8.71	52.50
BANK TFR	The Play Inspection Company H&S Inspection (Sept 22) – Play Areas	55.00	11.00	66.00
BANK TFRS	Staff Salaries & Expenses October 2022	2754.56	0.00	2754.56
October Payments (expected but unconfirmed/not yet paid as at 10/10/22)				
BANK TFR	Kent County Playing Fields Association Annual Subscription 2022-23	20.00	0.00	20.00
DD	B&CE HSM Ltd (The People's Pension)	270.08	0.00	270.08
DD	E.On Next Pavilion Electricity September 2022	343.49	68.70	412.19
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	Shred Station Confidential Waste Disposal Service	38.30	7.66	45.96
DD	British Gas Pavilion Gas Sept 22	75.99	3.79	79.78
DD	E.On / NPower Unmetered Supply September 2022	71.37	3.57	74.94
DD	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
BANK TFR	SLCC SLCC National Conference (Clerk's Training)	499.00	65.80	564.80

ACTION: CLERK

12. PLANNING

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

12.1b Planning Application 22/02492/HOUSE

Location: 79 Lennard Road

Development: Two storey side extension

Recommendation: Comments Only

It was resolved to comment only as follows:

The Parish Council's comments relating to previous proposals for this property in June 2022 (22/01262/HOUSE) and August 2022 (22/01934/HOUSE) are still applicable.

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 (hence the Parish Council submitting comments only).

There remains concern around over intensification of the site, impact on the street scene (there are changes to the roof line, the porch and materials and the proposed home is very bulky) and a lack of adequate parking provision in this development. Lack of parking and the eradication of what is already limited on street parking availability is an issue in Dunton Green; contrary to whatever guidelines there are, one space per dwelling is totally inadequate for the reality of parking demand (as has been demonstrated in several developments in Dunton Green).

The Parish Council believes that this application continues to be contrary to the Lennard Road Sevenoaks Residential Character Area Assessment, Residential Extension Supplementary Planning Document and Policy EN1 of the Sevenoaks Allocations and Development Management Plan.

ACTION: CLERK

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

None received.

12.3 SDC LOCAL PLAN REGULATION 18 CONSULTATION

It was noted that Sevenoaks District Council is preparing a new Draft Local Plan which will cover the period up to 2040 and is being issued for Regulation 18 consultation. The consultation period is proposed to run for 8 weeks from 16 November 2022 until 11 January 2023 and comments on what should be included will be sought.

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Grounds Maintenance

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

It was noted that the cutting season was likely to be extended versus previous years due to the current growing conditions (the recreation ground in particular growing especially quickly with the wetter and still relatively warm conditions).

13.2 Pavilion

13.2a To consider possible options for reducing utilities usage (if available)

Information had been provided but it was deemed too technical for councillors to make an informed decision. The Clerk would seek a more detailed explanation of how a Voltage Optimiser might be of some benefit to reducing energy usage in the Pavilion. To potentially be included in budgetary discussions for 2023/4.

ACTION: CLERK

13.2b To note concerns about hire take up and consider monitoring of situation/suggestions

It was noted that hire levels had still not picked up since the pandemic. There is a steady stream of party bookings, albeit not at pre-pandemic levels or the levels seen immediately after lockdowns ended in 2021 but it is commercial bookings that are of most concern. There had been numerous enquiries, none of which had yet come to anything. With utilities costs increasing next year, this needed careful monitoring so that overheads for the building can be met. To be recognised in budgetary discussions for 2023/4 and strategies for addressing this to need to be considered. AS a starting point, information would be shared on noticeboards and DGPC's social media.

ACTION: CLERK / BFA

14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

14.1 Meeting with KCC Highways Officers: to receive an update and note that a new Highways Improvement Plan (HIP) is to be submitted

It was noted that this annual catch-up session had taken place. An updated HIP would be submitted to KCC. It was clarified that the HIP is not a long wish list of infrastructure improvements, it is a working document that effectively assists KCC with scheduling a programme of planned works across the County and each parish should limit its HIP to about four or five items. The HIP is a list of infrastructure improvements in priority order and is reviewed annually by all parties. KCC do not guarantee funding for any projects listed, even if they indicate that they could be completed.

ACTION: CLERK

15. CORRESPONDENCE

15.1 Members considered or noted correspondence received since the September 2022 meeting (noted unless otherwise indicated):

15.1a Hirer/landowner – Rent of land/flooding and parking proposal

Members considered comments and it was Resolved that as a gesture of goodwill the invoice should be rounded down to an even figure (£1680 to £1200, covering a seven-year period to August 2023).

Members also considered an informal proposal for a private parking area for London Road, for which planning permission had yet to be sought. In principle the Parish Council objects to development in the Green Belt but it is not entirely opposed to a scheme that might help alleviate some of the parking issues in that area of London Road. The Parish Council would, however, wish to see a suitably environmentally responsible scheme that did not incorporate tarmac and that used materials to create a parking area that had minimal impact on the biodiversity of the site. Any planning application would be considered on its merits, however, and the Parish Council's support was not a given.

ACTION: CLERK

15.1b Sevenoaks District Council (Email) – Revisions to waste collection days

15.1c Sevenoaks District Council (Email) – Volunteer 20th October 11am-2pm Stag Theatre

15.1d KALC (Email) – KCC Environment Briefing for July/August 2022

15.1e KALC (Email) – Gallagher (Insurance) Tree maintenance during a ‘false autumn’ - risk management guidance for councils

15.1f KCC (Email) - Sevenoaks Town-wide 20mph speed limit and traffic calming scheme consultation (closes 10/11/22)

15.1g KALC (Email) - KCC Autumn Parish Seminars 2022 (11 & 13/10/22)

15.1h Kent County Playing Fields Association (Email) – Invitation to AGM 12/10/22 7pm Lenham

15.1i KCC (Email) - Kent Country Parks Draft Strategy 2023-2028 consultation (closes 12/12/22)

15.1j Local Councils Update – October 2022

15.1k Resident Pounsley Road – Alleged ASB and damage to fence

Members considered comments regarding this issue and Resolved that the Resident be advised of works by UK Power Networks on a nearby public right of way that may have resulted in them accessing the resident’s land. The Parish Council will not be taking any action to secure the resident’s property.

ACTION: CLERK

16. DATE OF NEXT MEETING

16.1 Scheduled: November 8th, 2022 (7.30pm) – Dunton Green Pavilion

17. PUBLIC SESSION

None.

The meeting closed at 8.56pm.