



## MINUTES of a Meeting held virtually on Tuesday 9<sup>th</sup> February 2021 at 7.30pm

*Due to HM Government's measures for Covid-19, the Parish Council met virtually via Zoom, a conferencing platform.*

### 00. PUBLIC SESSION

The Chairman welcomed Cllrs. Chard (KCC) and Bayley (SDC) for attending the meeting and invited them to speak.

Cllr. Chard confirmed that there has been a lot of local interest in the Chevening Parkland Scheme where material will be imported to the site to create large bunds. Should the scheme be approved, there is likely to be an impact in Dunton Green with construction traffic movements. Cllr. Chard has challenged KCC's Highways Planners but there is no creditable objection that can be made to the scheme based on the impact of construction traffic. Chevening PC has had some reports prepared and has submitted objections to the scheme.

Cllr. Bayley advised that there has been some unwanted activity on the Dunton Green side of Chipstead Lakes near the fishing landings (reported by residents). There is also a need for some work on the footpath from Dunton Green to the Lakes (suffering from the winter weather). Cllr. Bayley confirmed that there have been some delays to waste collections across the district as a result of the current snow and ice conditions, but it is anticipated that SDC will have caught up by the time Dunton Green's collections are due on Friday.

Cllr. Carrol asked both about concerns residents and commuters have raised regarding the lack of a salt/grit bin on Station Approach (there have been difficulties on this access road to the station in the icy conditions). Cllr. Chard confirmed that he would be prepared to support an application to his Members Grant Fund for a salt bin and it was agreed that the Clerk would follow up with an application. It was noted that this would likely mean that a bin would be provided for next winter, rather than any sooner.

**ACTION: CLERK**

Cllr. Chard left the meeting.

### 01. PRESENT / APOLOGIES

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

Apologies (accepted): Cllrs. Lockey, Gomes-Chodyniewski, Norton, Brown (SDC)

In attendance: Tracy Godden (Clerk), Cllrs. Chard (KCC), Bayley (SDC)

### 02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 12th January 2021 were approved as a true record.

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

### 03. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllrs. Hersey and Parker in relation to Item 14 (Allotments) in relation to discussions around charging levels (as allotment plot holders).

### 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)**

Cllr. England attended a virtual KALC 'Getting in front of the Camera' session at the end of January. Use of short videos to communicate with residents is something to be given more thought, especially whilst we remain in lockdown and with there being no Spring newsletter this year. How this can be done effectively will be given more thought.

The Clerk reminded councillors that there were sessions that could be attended virtually and encouraged them to check the KALC training programme, available on its website, regularly to avoid missing out.

The Clerk attended (virtually) the following:

- 19/01/21 SLCC Webinar Make your writing grab attention
- 19/01/21 SDC Clerks' Forum (19/01/21)
- 21/01/21 SLCC Webinar Marketing, Branding & Communications
- 19/01/21 SDC Clerks' Forum (19/01/21)
- 28/01/21 SLCC branch meeting/training session (on Emergency Planning)

The Clerk is currently booked to attend (virtually) the following:

- 23-25/02/21 SLCC Practitioners' Conference
- 23/03/21 SLCC Webinar How to use graphic design software CANVA

#### 4.3 DGPC Meetings 2021 (confirmation of dates; latest advice regarding continuation of virtual meetings) and Annual Parish Meeting

It was confirmed that all Full Council meetings will continue to be held on the second Tuesday of each month, except for August when a break is planned. Dates for 2021 are therefore: March 9<sup>th</sup>, April 13<sup>th</sup>, May 11<sup>th</sup>, June 8<sup>th</sup>, July 13<sup>th</sup>, September 14<sup>th</sup>, October 12<sup>th</sup>, November 9<sup>th</sup>, December 14<sup>th</sup>.

In line with advice from NALC and the Government, Parish Council meetings will continue to be held virtually. The current legislation permitting virtual meetings is due to expire from 7<sup>th</sup> May. The Government is being lobbied by NALC and the SLCC for that legislation to be extended beyond May and for that decision to be taken as quickly as possible.

The Annual Meeting of the Parish Council was deferred in 2020 (as was permitted by a change in legislation). This is traditionally the May meeting of the Parish Council and it is where the Chairman and Vice Chairman are elected, membership of Committees is agreed and representatives are appointed to outside bodies. In 2020, it was agreed that all positions would remain unchanged until a meeting could be held in May 2021. The Annual Meeting of the Parish Council could take place in May 2021 (even if virtually) but confirmation of what will or will not be permitted has not yet been confirmed.

The Annual Parish Meeting was cancelled in 2020 because of the lockdown restrictions and the initial exclusion of Parish Meetings in the legislation to permit virtual meetings. This meeting should normally take place between 1<sup>st</sup> March and 1<sup>st</sup> June (Dunton Green's APM is usually held towards the end of March). The Parish Council will await updates, but it seems probable that an APM may not be held again in 2021.

#### 4.4 .KALC Community Awards Scheme – to consider nomination of recipient

The Clerk had sought nominations (via social media posts) from members of the public but unfortunately none had been submitted. The Primary School has recently been awarded the Kent Overall Primary School Champion in the recent Kent Literacy Awards. Another example of how the school is being transformed under the leadership of the Headteacher. It was agreed, therefore, that Tracey Boanas should be nominated for the award ('in appreciation of Tracey's commitment & dedication to the children of Dunton Green and to recognise the importance and value of a thriving village school to the wider community'). When the award can be presented is yet to be determined; the 2020 award has yet to be formally presented to recipient Dot Carpenter because of her ill health and lockdown restrictions but arrangements would be made as soon as it is safe to do so.

**ACTION: CLERK**

#### 45 .To consider photocopier lease renewal options

The Clerk advised that the current lease is due to expire on 1<sup>st</sup> March. Kent County Supplies has previously managed the renewals process and the Clerk is waiting on quotations from 4 potential manufacturers/suppliers via KCS. The Clerk has requested quotations based on a minimum of the same specification as the current Ricoh machine (colour, copier/scanner/printer, 25 pages/minute) and has also requested, for further comparison, improved specifications where available (30 pages/minute etc). The Clerk confirmed that the current arrangement was a 5-year lease (usually the most inexpensive option) and that quarterly costs for lease and copier charges was in the range £140-165). It was Proposed – Cllr. Carrol, Seconded – Cllr. Lapham and Agreed that the Clerk agree them terms of any new lease based on a similar machine specification and a comparable price (where possible).

**ACTION: CLERK**

## 05. DGPC REPRESENTATIVES – EXTERNAL BODIES

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

No meetings attended.

### 5.2 Meetings due to be attended

No information available.

## 06. COVID-19

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

There have been no changes since the January meeting. The country is still in the third lockdown of the Covid-19 pandemic, with little likelihood of restrictions being lifted before March. The Parish Council will continue to comply with all obligations under the current restrictions and will react as and when there are any changes to those restrictions.

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

The Clerk advised that the S137 limit for 2021/22 has been confirmed at £8.41 per elector (up from £8.32). This means that Dunton Green Parish Council is permitted to spend a maximum of £20,343.79 (with an electorate of 2419 for 2021) under this . Section 137 of the Local Government Act 1972 enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory expenditure.

It was noted that Dunton Green's electorate at 2419 (1540 dwellings) is now significantly greater than Riverhead's at 1870 (1054 dwellings) and there was some discussion around Dunton Green being warded with Riverhead at District level. Through the discussions it was clear that the greatest argument for being warded separately is the level of deprivation evident in Dunton Green versus Riverhead, the parishes having quite different needs. The Clerk confirmed that the Boundary Commission will be reviewing electoral boundaries, but it was understood to be for MP constituencies. The Clerk was asked to enquire as to when there might be a review of district wards, so that Dunton Green might pursue the matter.

#### **ACTION: CLERK**

In the 28<sup>th</sup> January edition of the Chronicle there was a photograph taken at Dunton Green Social Club, with local historian Bob Ogley asking for information about who is in the photograph. The Clerk sent a copy to Brian Tingley and Roger Tingley (Roger being one of the persons in the photograph) to ask if they could help. The Clerk understands that an annotated copy of the photograph has been sent to the Parish Council (but it has yet to be delivered).

## 08. COMMUNITY DEVELOPMENT & SAFETY

### 8.1 Anti-Social Behaviour – to note any issues

The PCSOs have had a presence in Dunton Green over recent weeks. They have visited the local shops to offer support and advice regarding the non-wearing of masks by some customers and they have spent time speaking with groups of people who have been congregating around the village. They have also been following up on fly tipping (with some possible leads) in the village. There was some obscene graffiti on the timber bus shelter which SDC's Direct Services dealt with swiftly on the day that it was reported to them.

Cllr. Bayley left the meeting.

## 09. FINANCE

### 9.1 Bank Reconciliation

A bank reconciliation to 31<sup>st</sup> January 2021 was presented by the Clerk and it was Resolved that it 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 31/01/2021

Description	Value £	Value £
<b>Cash in hand 01/04/2020</b>		<b>£120,615.58</b>
ADD Receipts 01/04/2020 – 31/01/2021		£176,456.48
TOTAL		£297,072.06
SUBTRACT		
Payments 01/04/2020 – 31/01/2021		£129,808.50
<b>A: Cash in hand 31/01/2021</b>		<b>£167,263.56</b>
Cash in hand per Bank Statements		
NatWest Reserve 31/01/2021	£72,869.01	
NatWest Current 31/01/2021	£14,195.33	
CCLA Public Sector Deposit Fund 30/11/2020	£40,199.22	
CCLA Local Authorities Property Fund 31/03/2020	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£167,263.56</b>
Less unrepresented cheques		£0.00
TOTAL		£167,263.56
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£167,263.56</b>

## 10. ACCOUNTS FOR PAYMENT

### 10.1 List of payments for approval

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

Payment Type	Description	Net £	VAT £	Gross £
<b>January Payments (reported at January meeting in <i>italics</i>)</b>				
<b>DEBIT CARD</b>	<i>Adobe Systems Software Adobe Acrobat subscription</i>	<i>12.64</i>	<i>0.00</i>	<i>12.64</i>
<b>BANK TFR</b>	<i>Gardens of England Grounds Maintenance Dec 2020</i>	<i>239.00</i>	<i>0.00</i>	<i>239.00</i>
<b>BANK TFR</b>	<i>SDC Dog bin emptying/Litter bins &amp; litter picking (Oct-Dec 20)</i>	<i>408.20</i>	<i>81.64</i>	<i>489.84</i>
<b>BANK TFR</b>	<i>Getting-IT-Working IT Support December 2020</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>
<b>BANK TFR</b>	<i>Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning December 2020</i>	<i>730.68</i>	<i>146.13</i>	<i>876.81</i>
<b>DEBIT CARD</b>	<i>Amazon Padlocks for recreation ground</i>	<i>8.99</i>	<i>0.00</i>	<i>8.99</i>
<b>BANK TFR</b>	<i>Staff Salaries &amp; Expenses January 2021</i>	<i>2381.12</i>	<i>0.00</i>	<i>2381.12</i>
<b>DEBIT CARD</b>	<i>Tesco Postage stamps</i>	<i>39.60</i>	<i>0.00</i>	<i>39.60</i>
<b>DEBIT CARD</b>	<i>SLCC Enterprises Ltd Clerk's Training (Marketing, Branding, Comms Webinar)</i>	<i>30.00</i>	<i>6.00</i>	<i>36.00</i>
<b>DEBIT CARD</b>	<i>SLCC Enterprises Ltd Clerk's Training (Make your writing grab attention Webinar)</i>	<i>30.00</i>	<i>6.00</i>	<i>36.00</i>
<b>DEBIT CARD</b>	<i>SLCC Enterprises Ltd Practitioners' Conference (Virtual – over 3 days)</i>	<i>75.00</i>	<i>15.00</i>	<i>90.00</i>
<b>DEBIT CARD</b>	<i>Amazon Stationery</i>	<i>33.81</i>	<i>6.77</i>	<i>40.58</i>

<b>DD</b>	123 Reg Email Pro annual renewal	83.88	16.78	100.66
<b>DD</b>	Virgin Mobile Phone contract	7.00	1.40	8.40
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	296.79	0.00	296.79
<b>DD</b>	British Gas Pavilion Gas December 2020	387.06	77.41	464.47
<b>DD</b>	E.On (Pavilion Electricity) December 2020	567.75	113.55	681.30
<b>DD</b>	Shred Station Confidential Waste Collection December 2020	31.00	6.20	37.20
<b>BANK TFR</b>	Came & Company Cyber Insurance Renewal 2021/22	319.20	0.00	319.20
<b>BANK TFR</b>	Edward Prentice Professional Services (Boundary Issues)	650.00	0.00	650.00
<b>DD</b>	E.On (Unmetered Supply) December 2020	80.83	4.04	84.87
<b>DD</b>	EE Mobile phone contract	8.17	1.63	9.80
<b>BANK TFR</b>	Communicorp Local Councils Update Subscription Renewal	100.00	0.00	100.00
<b>DEBIT CARD</b>	Post Office Postage	4.20	0.00	4.20
<b>BANK TFR</b>	Streetlights Repair to Column 12 Vicarage Lane	42.50	8.50	51.00
<b>BANK TFR</b>	Streetlights Repair to vandalised Column 28 Lennard Road	41.25	8.25	49.50
<b>BANK TFR</b>	SLCC Enterprises Ltd Cyber Awareness e-course	49.00	9.80	58.80
<b>BANK TFR</b>	Getting-IT-Working IT Support January 2021	150.00	0.00	150.00
<b>BANK TFR</b>	SLCC Enterprises Ltd How to use graphic design software (Canva) course	30.00	6.00	36.00
<b>DD</b>	Onecom Ltd Broadband & Telephone December 20	65.71	13.14	78.85
<b>February Payments to date</b>				
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat subscription	12.64	0.00	12.64
<b>BANK TFR</b>	The Play Inspection Company Ltd Operational H&S Inspection Jan 21	55.00	11.00	66.00
<b>BANK TFR</b>	Streetlights Payment 2 of 2 2020/21 Maintenance Contract	838.12	167.62	1005.74
<b>BANK TFR</b>	Streetlights Column 28 Lennard Rd (mirror and door band)	126.25	25.25	151.50
<b>DD</b>	123 Reg Email/Web hosting/domain name renewal	59.88	11.98	71.86
<b>BANK TFR</b>	Staff Salaries & Expenses February 2021	2322.74	0.00	2322.74
<b>February Payments (expected but unconfirmed/not yet paid as at 08/02/21)</b>				
<b>DD</b>	Virgin Mobile Phone contract	7.00	1.40	8.40
<b>DD</b>	British Gas Pavilion Gas January 2021	248.21	49.64	297.85
<b>DD</b>	E.On (Pavilion Electricity) January 2021	349.05	69.81	418.86
<b>DD</b>	Shred Station Confidential Waste Collection January 2021	31.00	6.20	37.20
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>DD</b>	E.On (Unmetered Supply) January 2021	80.83	4.04	84.87
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	269.62	0.0	269.62

<b>DD</b>	Onecom Ltd Broadband & Telephone January 21			
<b>BANK TFR</b>	Getting-IT-Working IT Support February 2021	150.00	0.00	150.00
<b>DD</b>	EE Mobile phone contract			
<b>DD</b>	Onecom Ltd Broadband & Telephone			
	Microsoft 365 Business Standard Subscription Renewal			

**ACTION: CLERK**

## 11. PLANNING

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

### 11.1a Planning Application 21/00246/HOUSE

Location: 3 Macmillan Road

Development: Loft conversion

Recommendation: Comment only. Proposed – Cllr. England, Seconded – Cllr. Carrol and Agreed.

'In principle, a loft extension would not be contentious. However, Dunton Green Parish Council has concerns about this application as follows:

1. The property is a new build, and the Parish Council is unclear what Permitted Development Rights are actually applicable on the Ryewood development at this time (is it not usual to restrict PD rights on new developments?).
2. This property is effectively an immediate neighbour of the Sevenoaks Wildlife Reserve and Kent Wildlife Trust has not been consulted about the application. There is a concern that given the height of the property, there could be light pollution which may affect the Reserve. This would be potentially be a much more significant issue if a precedent were set and neighbouring properties subsequently also converted lofts in a similar manner. The Parish Council asks that SDC inform Kent Wildlife Trust of this application, as an immediate neighbour. All steps should be taken to avoid any and all negative impacts on the Reserve.'

**ACTION: CLERK**

**11.2 PLANNING NOTIFICATIONS** It was resolved to note the decisions from SDC or the Planning Inspectorate.

### 11.2a Planning Application 20/02948/HOUSE

Location: 20/03361/CONVAR

Development: Variation of condition 7 (to allow 37 children on site at any one time) of 02/01750/FUL, increase of 15

GRANT OF PLANNING APPLICATION: Subject to conditions

### 11.2b Planning Application 20/03298/LBCALT

Location: Broughton Lodge London Road

Development: Repair existing slate roof on historical core of the house, carefully remove existing slate roof and reinstate. Replace existing lead detail with new to match exactly the design and remove existing chimney stack and fireplace in the 1970's extension.

GRANT OF PLANNING APPLICATION: Subject to conditions

### 11.2c Planning Application 20/03405/HOUSE

Location: 1 Vicarage Lane

Development: Two storey rear/side extension

GRANT OF PLANNING APPLICATION: Subject to conditions

### 11.2d Planning Application 20/03417/HOUSE

Location: 10 London Road

Development: Demolition of single storey rear extension and building of a two-storey extension to the rear of the property

GRANT OF PLANNING APPLICATION: Subject to conditions

### 11.2e Planning Application 20/03568/PAC

Location: 136 London Road

Development: Prior notification for a change of use from Offices (Class B1 (a)) to Dwelling houses (Class C3). This application is made under Class O of The Town and Country Planning (General Permitted Development) (England) Order 2015.

REFUSAL OF PLANNING APPLICATION: Proposal fails to make adequate provision for parking

### 11.2f Planning Application 20/03693/HOUSE

Location: Kilkea Morants Court Road

Development: Proposed two pitched roof dormers and roof light to flank elevations, with first floor window alternation to front elevation

GRANT OF PLANNING APPLICATION: Subject to conditions

### 11.3 Chevening Parkland Scheme – to note status

Cllr. Chard (KCC) had referred to this scheme under Item 00 (Public Session). Cllr. England confirmed that she had attended a meeting of Chevening Parish Council, specifically called to discuss the application. Chevening Parish Council had concluded that the detailed reports that it had commissioned would provide the basis of its objections to the scheme.

It was noted that if construction traffic were coming into the Chevening Estate from the M25 it was likely to travel direct from Polhill (and so bypass the village of Dunton Green) and traffic coming via the A25 would similarly avoid Dunton Green. A possible impact might be construction traffic returning to the M25 and whether it was more realistic that it would come through Dunton Green. It was also noted that there would likely be no way of dictating what roads such construction should use and so there was a possibility that over the five-year period scheduled for construction, that traffic could impact Dunton Green.

### 11.4 To note SDC Planning Enforcement intervention in relation to new gates/access on London Road (affecting land with an Article 4 Direction)

Members had been provided with communications from SDC's Planning Enforcement team in relation to concerns raised with them by residents. A new access and gates had appeared on 'old' London Road, at the northern end of the village. There have been issues raised regarding activities on that land in the past. The land is covered by an Article 4 Direction (an Article 4 Direction is an order made by a local planning authority to remove certain permitted development rights in all, or part of, its area). It was noted that works have either been completed or stopped and that SDC has written to the landowner and will continue to monitor the site. It was also noted that since the installation of the access and gates, the area has been blocked with deposits of soil and vegetation. SDC has not been involved in this (and neither has the Parish Council; residents have liaised directly with the District Council and have not raised their concerns with DGPC).

## 12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 12.1 Grounds Maintenance

#### 12.1a To consider areas vulnerable to damage (village green and The Crescent perimeters): additional bollards or other solutions

It was agreed that members should visit these areas with a view to coming up with recommendations for addressing problem areas (predominantly where vehicles are clipping verges and causing damage). To be discussed at the March meeting.

**ACTION: ALL**

**ACTION: CLERK**

#### 12.1b Flooding on DGPC land – to consider extent and possible solutions

It had been exceptionally wet over recent months and the land is saturated. Cllr. Hersey confirmed that he had taken steps to clear the drainage gully on the eastern boundary of the recreation ground so that it is working as it should. It was Resolved that the football pitch should be properly verti-drained at the earliest opportunity (likely late Spring at the earliest). The Clerk will contact a contractor who specialises in this sort of work to obtain a quote and an indication of when it might be possible to complete the work. The Clerk was also asked to contact the football club to advise that the pitch may not be playable, should the season resume (the goalmouths have all suffered damage over the last few months having been used when it was too wet).

**ACTION: CLERK**

#### 12.1c To note the latest Operational Inspection Report (January 2021)

Members had been provided with a copy of the report and the Clerk will schedule works to address some of the small issues raised.

**ACTION: CLERK****12.2 Projects - Updates regarding:****12.2a Longford Meadow Climbing rocks project**

The Clerk had forwarded details of the full quotation for this project to members for consideration. The total cost is around £41,000 (including some contingency) which is higher than was initially expected. Combined with the loss of rental income (the main pavilion hirer moving to another venue as soon as lockdown restrictions are lifted) the Parish Council has now reconsidered its initial decision to proceed in 2021. It was agreed that the project should be paused and that realistically this would probably result in installation of the Climbing Rox being delayed by a year. This pause would allow the Parish Council to consult the village about its plans for Longford Meadow (an article for the Summer edition of Dunton Green News would advise residents of the Parish Council's proposal and seek support or different suggestions). The Clerk would liaise with the contractor and discuss the situation further to ensure that a good working relationship is maintained for the resumption of the project.

**ACTION: CLERK****12.2b Longford Meadow Gate/Barrier**

No update. The Clerk will seek quotations from other contractors.

**ACTION: CLERK****12.2c Recreation Ground Play Areas: upgrades/improvements**

It was Resolved that quotations should be obtained for the replacement of the zipwire and net climbing frame at the recreation ground. This would address concerns raised about the equipment in the Operational Report and bring this section of the recreation ground's play facilities up to date. In replacing the equipment, attention can be given to the landscaping around the climbing net (as this has proved to be a flooding catchment area this year) and the safety surfacing in these areas.

**ACTION: CLERK****12.2d Floodlights and other electrical projects**

The Clerk was waiting on an update on progress against all the electrical projects and would chase to ensure that all works are completed prior to the re-opening of the Pavilion.

**ACTION: CLERK****12.3 Pavilion**

The building remains empty due to the lockdown restrictions, but the Chairman is making regular visits to check on the building's condition to try to pre-empt any major issues that might develop, if the building was left unchecked.

**13. HIGHWAYS & TRANSPORTATION****13.1 Lennard Rd/Station Approach footpath lighting column mirror update**

The mirror has now been installed and the Parish Council has been thanked for improving the safety of that area.

**13.2 Flooding by station tunnel**

The Clerk had contacted the landowner on behalf of Southeastern but to date there appeared to be nothing that they were prepared or able to do to assist. The drainage gullies had been cleared to assist with dispersal of water, but it was still felt that the landowner could dig out a trench on the perimeter of their land into which excess water would then naturally channel. Cllr. Carrol commented that there seemed to be a drainage area to the rear of the Centenary Close development which also might adversely affect the area and add to flooding levels. Photographs would be taken and supplied to the Station Manager to assist him with the collation of information which might help to find a solution to prevent the flooding of this area.

**ACTION: AC****ACTION: CLERK****13.3 Flooding on Station Approach and Rye Lane**

Large drainage vehicles had attended site the previous week and the drains had been cleared. This appears initially to have had a positive impact in relation to the leak on Station Approach but there is still an issue with water pooling underneath the railway bridge on Station Road. With the current extremely cold conditions there is potential for the

area to become hazardous. Cllr. Carrol offered to contact the Highways Steward to follow up on actions taken to date.

**ACTION: CLERK**

## 14. ALLOTMENTS

### 14.1 To consider charges for 2021/22 and any adjustments to the DGPC Allotment Lease arrangements, because of the new Social Club agreement

Discussions regarding allotment charges were deferred until the March meeting. Clerk to include on the March agenda.

**ACTION: CLERK**

The Social Club, in getting its allotments in better order, had prepared a set of 'Rules' for its allotment holders. There was nothing overly contentious about these Terms and Conditions which were very detailed. It was agreed that the Parish Council would adopt a version of these (adapted in the main to refer to DGPC). The Clerk will prepare the document and re-issue ahead of the March meeting for members to consider and accept (ahead of lease renewals at the end of March).

**ACTION: CLERK**

## 15. COMMUNICATION

### 15.1 Newsletter

#### 15.1a Re-assignment of delivery rounds with effect from Summer 2021 edition

An updated delivery route schedule had been issued and members were asked to ensure that they check their routes before making deliveries in the summer. To make the document more comprehensive, the Clerk asked for the help of members in identifying the number of houses in each road or block of flats (along the lines of the details already available for one of the Ryewood routes). This would help should there be any need to adjust the current routes in the future.

**ACTION: ALL**

### 15.2 Social Media

#### 15.2a Software for scheduling of posts and discussion regarding social media platforms

The Clerk had been informed about the benefits of social media scheduling software at one of the recent webinars that she had attended. The advantage is that posts can be scheduled in advance and they can be shared across multiple social media platforms simultaneously, significantly reducing the time that could potentially be spent on such activities. There is a need to investigate the capabilities and costs of the software further, but members agreed that this is something that should be explored. The only downside is that posts to websites cannot be included but that should be easier to manage if social media can be better planned.

The Clerk asked members for their views on the Parish Council having a Twitter account. The Clerk felt that this would be a good idea and would allow the Parish Council to retweet all sorts of news and information from local organisations. It was noted that Sevenoaks Larder, Kent Police, Sevenoaks District and Town Councils amongst many others shared information via this platform. It was agreed that a Twitter account should be set up (checking first that notifications about responses to posts would be available) so that the Parish Council extends its reach and hopefully engages with a wider section of the community. Social media, the website and the newsletter are all valuable tools in different ways to raise the profile of the Parish Council and engage further with the community.

**ACTION: CLERK**

## 16. EVENTS

### 16.1 Fireworks Event: confirmation of date and update on provisional arrangements

The pyrotechnics company and the singer have been provisionally booked for Saturday 25<sup>th</sup> September. The event can be reviewed in the coming months as and when there are changes to restrictions.

## 16.2 The Queen's Platinum Jubilee

The Clerk informed members that there will be an additional bank holiday in 2022 in celebration of The Queen's Platinum Jubilee. The late May bank holiday will be moved to Thursday 2<sup>nd</sup> June and an additional bank holiday is scheduled for Friday 3<sup>rd</sup> June. The Clerk asked members to give some thought to whether the Parish Council wishes to hold some form of community event to celebrate (as it did for The Queen's Golden Jubilee). It was noted that the Pavilion is already booked on Friday 3<sup>rd</sup> June 2022 and that the Chairman would not be available to assist with organising or running an event at this time. The Clerk will include this on a future agenda once members have had an opportunity to consider the matter.

**ACTION: CLERK**

## 17. CORRESPONDENCE

The items of correspondence below were NOTED by the Parish Council:

### 17.1 Local Councils Update Jan/Feb 2021

### 17.2 Email Rural Kent – Invitation to a webinar on 'Kent Guide to Developing Homes in Rural Communities. The new Rural Housing Protocol

It was additionally noted that the Chairman has signed up to attend.

### 17.3 Email SDC – promotion of the new Rural Housing Protocol

The items of correspondence below were discussed at greater length:

### 17.4 Email KALC Covid-19 Financial Support Package for Local Councils

It was agreed that the Parish Council should support KALC and contact Laura Trott MP to ask her to raise the issues with the Secretary of State for Housing, Communities and Local Government

**ACTION: CLERK**

### 17.5 Consultation (NALC) MHCLG Consultation on Right to Regenerate to turn derelict buildings into homes and community assets (Deadline 26/02/21)

The Clerk would prepare responses and share with members for their comments, with a view to supporting NALC's concerns about the Right to Regenerate proposals.

**ACTION: CLERK**

**ACTION: ALL**

### 17.6 Consultation KCC Vision Zero: The Road Safety Strategy for Kent 2020 – 2026 (Deadline 15/03/21)

The Clerk would try to obtain the consultation questions in a 'paper' format so that these could be reviewed prior to attempting to complete an online response.

**ACTION: CLERK**

## 18. DATE OF NEXT MEETING

Scheduled: March 9<sup>th</sup>, 2021 (7.30pm). This meeting will be held virtually (using Zoom).

## 19. PUBLIC SESSION

None.

The meeting closed at 9.49pm.