

# MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 10<sup>th</sup> September 2024 at 7.30pm

## 00. PUBLIC SESSION

None.

## 01. PRESENT / APOLOGIES

Present: Cllrs. England (Chair), Lockey, Copeland, Parker, Hersey, Carrol, Lapham, Forster-Pearce

Apologies: Cllrs. Norton, Gomes-Chodynieski, Bayley (SDC), Clack (SDC), Hogarth (SDC)

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 9<sup>th</sup> July 2024 as a true and accurate record.

## 03. REQUESTS FOR DISPENSATIONS

None.

## 04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr. Lapham – Item 11.1g [Planning].

## 05. GENERAL ADMINISTRATION

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

No councillors in attendance or reports received.

### 5.2 Learning Opportunities (Cllr & Staff): to consider what is available, booked or undertaken

The latest KALC Training Bulletin was given to Councillors and would be forwarded by email. Councillors were asked to advise the Clerk by email of any which sessions they wanted booked, so that this can be managed.

**ACTION: ALL/CLERK**

### 5.3 Parish Council Annual Insurance Renewal: to consider renewal quotations

It was Resolved to accept a renewal quotation from Hiscox at a premium of £5633.03 and to continue with payments by monthly direct debit. The renewal is increased (by £313.35) versus the 2023/24 premium (but includes additions to the policy such as new gym equipment, signage and kissing gate).

**ACTION: Clerk**

### 5.4 To consider the Scheme of Delegation

The current Scheme of Delegation was reviewed. There were no changes proposed and it was Resolved to adopt the Scheme in its current format.

**ACTION: Clerk**

### 5.5 To consider Contingency Planning in relation to the DGPC Lone Working Policy

Cllr. Lapham updated Members on work that he has been doing outside of the Parish Council in relation to security and safety in the light of recent unpleasant incidents across the country (Southport, protests and so forth). There was some discussion and whilst the Parish Council does have a Lone Working Policy which stipulates that staff working alone should keep the Main Door of the Pavilion building locked, it was agreed that there should be a review of practices at the Pavilion with a view to ensuring that staff and councillors are kept as safe as possible. The

Clerk and the Bookings & Facilities Assistant (BFA) will conduct that review with an objective of producing a short Code of Practice to supplement the Lone Working Policy.

**ACTION: Clerk/BFA**

## 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

None attended. It was noted that there is a KALC Sevenoaks Area Committee meeting on 13<sup>th</sup> September.

## 07. CLERK'S REPORT

### **Shepherds' Crook poles / new hanging baskets**

The order has been placed but delivery of the poles has been a lot slower than anticipated. The Clerk continues to chase to ensure that these can be installed.

### **Village Green – Flower Beds**

As per the Council's wishes, the new beds were created and planted in August. The grounds maintenance team has had to spend additional time watering them, but this has helped to ensure the survival of the new plants. The response on social media has been positive. One resident has contacted DGPC with a complaint (to be covered under 'Correspondence').

The work to the existing beds will take place end September/beginning October. This will involve transplanting of larger specimens to Longford Meadow and then a planting scheme in keeping with the new beds and the Rose Garden.

### **Tree works in the village**

Works to remove a diseased horse chestnut in the recreation ground and remove branches obstructing access to the portacabin have been completed over the summer in the Recreation Ground.

Words to lift the canopies of trees on The Crescent in Station Road have also been completed.

Works in Price's Wood to remove overhanging limbs of damson trees are scheduled for mid-October (although this may be completed if SDC approve the works (there is a blanket TPO on Price's Wood) and the contractor has time in their schedule.

There are further works in the recreation ground to be quoted for, to lift the canopies of trees on the western boundary so that they are clear from the ground and are not overhanging the playing area of the football pitch. A quotation is awaited.

### **Village Green Trees**

The Clerk contacted SDC at the end of June regarding an urgent need for maintenance of the trees on the village green. The automatic response from the 'Property' mailbox indicated that 'We are currently experiencing heavy workloads. Please email in your request which will be dealt with in chronological order'. There has been no update since. The Clerk has now emailed SDC councillors and a Chief Officer to request assistance with getting this moved forward.

### **CiLCA Qualification**

The Clerk has passed the Certificate in Local Council Administration (CiLCA). Now an officially 'qualified' Clerk, this has positive implications for the Council should there be a desire to obtain the General Power of Competence in the future.

The Clerk was congratulated on her hard work and success.

### **KALC – New Website**

This has been updated and councillors should have had an invitation to connect to the new website. This may depend, however, upon whether the councillor was registered to the old website. The Clerk encouraged Councillors to sign up to this useful source of information.

### **SDC – Recycling sacks**

After the July meeting, Cllr. Bayley (SDC) had confirmed that the new 'recycling sacks' are being phased in from 24<sup>th</sup>

September. Clear sacks will continue to be received until new sacks are delivered.

There was some discussion of this item, Councillors sceptical that this new system will be effective (it is being phased out in other locations) and unimpressed that it is still not possible to recycle glass from the doorstep.

## 08. COMMUNITY DEVELOPMENT & SAFETY

### 8.1 Anti-Social Behaviour – to note or consider any issues brought to the attention of the Parish Council and to note the latest Police newsletter

There have been ASB incidents across the summer ranging from nitrous oxide use at the recreation ground to damage of the noticeboard at the station. Cllr. Carol updated everyone regarding the latter incident, where one of the glass panes was dumped at the recreation ground and the other was thrown onto the railway line.

It was noted that Members are very dissatisfied with the follow up from PC Wilson on both the noticeboard incident and the Stanley knife blade incident (details of which had gone viral after DGPC's post). Detailed information and photographs were provided for both but there was no follow up contact, as had been promised, in relation to these. The Parish Council has not been advised what is happening and suspects that the matters have not been progressed, despite evidence of perpetrators in some instances.

The Clerk was asked to contact Inspector Stubberfield to make the Parish Council's frustrations known and to establish whether anyone has been spoken to about the criminal damage.

**ACTION: Clerk**

### 8.2 DGPC funded Community Activities: to note any updates regarding youth and senior activities

The multisport offering for young people over the summer had been very well received and there is a suggestion that this model should be used for sessions in Spring/Summer 2025. The Clerk is awaiting confirmation, but it is not expected that there will be any further sessions (other than the basketball on Monday evenings) until that time. The Clerk has asked for information that can be used in budgeting for 2025/26.

**ACTION: CLERK**

Unfortunately, the new instructor for the Pop Up sessions has vacated their post. Another instructor has now been recruited but sessions will not resume until November. The Clerk has also liaised with the Age UK Lunch Club volunteers with regard to January. The first Wednesday of the month falls on January 1<sup>st</sup>, therefore the Lunch Club will take place for January only, on the second Wednesday. This will mean that the Pop Up will need to move to the third Wednesday (or not take place at all, if this disrupts the instructors schedule). This decision was taken before Age UK had confirmed appointment of another instructor and on the basis that the Lunch Club is very much more popular than the Pop Up sessions now.

## 09. FINANCE

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

The Clerk presented two bank reconciliations (to 31<sup>st</sup> July and 31<sup>st</sup> August), and it was Resolved that they be accepted. Two Parish Councillors have verified all the bank balances stated on the reconciliations against the bank / investment statements.

#### BANK RECONCILIATION TO END 31/07/2024

Description	Value £	Value £
<b>Cash in hand 01/04/2024</b>		<b>£212,640.96</b>
ADD Receipts 01/04/2024 – 31/07/2024		£91,088.00
TOTAL		£303,728.96
SUBTRACT		
Payments 01/04/2024 – 31/07/2024		£69,326.72
<b>A: Cash in hand 31/07/2024</b>		<b>£234,402.24</b>
Cash in hand per Bank Statements		
NatWest Reserve 31/07/2024	£101,707.88	
NatWest Current 31/07/2024	£8,804.12	
CCLA Public Sector Deposit 31/05/2024	£83,890.24	

CCLA Local Authorities Property Fund 01/04/2024	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£234,402.24</b>
Less unrepresented cheques		£0.00
TOTAL		£234,402.24
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£234,402.24</b>

## BANK RECONCILIATION TO END 31/08/2024

Description	Value £	Value £
<b>Cash in hand 01/04/2024</b>		<b>£212,640.96</b>
ADD Receipts 01/04/2024 – 31/08/2024		£96,187.92
TOTAL		£308,828.88
SUBTRACT		
Payments 01/04/2024 – 31/08/2024		£84,856.58
<b>A: Cash in hand 31/08/2024</b>		<b>£223,972.30</b>
Cash in hand per Bank Statements		
NatWest Reserve 31/08/2024	£91,817.57	
NatWest Current 31/08/2024	£7,160.85	
CCLA Public Sector Deposit 31/08/2024	£84,993.88	
CCLA Local Authorities Property Fund 01/04/2024	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£223,972.30</b>
Less unrepresented cheques		£0.00
TOTAL		£223,972.30
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£223,972.30</b>

## 9.2 Budget 2025-26: to agree a date for a meeting of the Finance & General Purposes Committee to start discussions relating to the budget for 2025-26

To be discussed with Item 12.4 or deferred to the October meeting.

**ACTION: CLERK**

## 9.3 Conclusion of Annual Governance & Accountability Audit 2023-24

### To consider the conclusion of the audit of the Annual Governance & Accountability Return (AGAR) 2023-24

It was noted that the AGAR had been signed off by the External Auditors (Mazars). The conclusion of the audit of the Annual Governance & Accountability Return (AGAR) 2022-23 was considered. There were no comments or significant items for consideration from the external auditor in Section 3 (External Auditor's Report and Certificate 2023/24) and the Clerk was congratulated on the successful, unqualified conclusion.

There was, however, a 'minor scope for improvement in 2024/25'. The External Auditor maintains that the in 2024 the Council has not met the requirement of the 2015 Accounts and Audit Regulations to start the period of thirty working days for the public to inspect the accounts as soon as possible after the AGAR was approved. Compliance in 2024/25 is required.

The Clerk confirmed that technically this was true. The period could have started on Monday 3<sup>rd</sup> June. DGPC's period started on 5<sup>th</sup> June and critically did include the first ten working days of July which are mandatory. However, to start the period, the notice must be published 'the day before' the period starts, in this case on a Sunday (the instructions do not state the previous working day). It also makes no allowance for a clerk's working days or the possibility that they might be on leave and does not acknowledge that the critical period in July was met, despite the notice being 48 hours 'late'.

Members asked the Clerk to write to Mazars to highlight this and to request that this be expunged from DGPC's records.

**ACTION: CLERK**

## 10. ACCOUNTS FOR PAYMENT

10.1 It was Resolved to note expenditure for July & August and to approve items for payment in September. A list of cheques, Bank transfers and direct debits (with supporting documentation) were verified & signed by two councillors.

Payment Type	Description	Net £	VAT £	Gross £
<b>July Payments (reported at July meeting in <i>italics</i>)</b>				
<b>BANK TFR</b>	SDC <i>Cleaning Recreation Ground and Mill Rd and Dog Bin emptying (Apr-Jun 2024)</i>	425.10	85.02	510.12
<b>BANK TFR</b>	SDC <i>Saturday Freighter Hire (May)</i>	220.50	44.10	264.60
<b>BANK TFR</b>	Gardens of Kent <i>Grounds Maintenance June 2024</i>	4077.50	815.50	4893.00
<b>DEBIT CARD</b>	Adobe Systems Software <i>Adobe Acrobat monthly subscription</i>	16.64	0.00	16.64
<b>DEBIT CARD</b>	Amazon <i>Pavilion supplies / Solar light wands</i>	77.90	14.71	92.61
<b>DEBIT CARD</b>	Amazon <i>Solar light wands</i>	21.57	4.31	25.88
<b>DD</b>	Heliocentrix Ltd <i>IT Support</i>	77.00	15.40	92.40
<b>DD</b>	Hiscox <i>Annual Insurance Premium Monthly Payment</i>	483.60	0.00	483.60
<b>BANK TFRS</b>	Staff Salaries & Expenses <i>July 2024</i>	3155.92	0.00	3155.92
<b>DD</b>	People's Partnership <i>Pension payment July 24</i>	302.43	0.00	302.43
<b>DD</b>	SAGE UK Ltd <i>Payroll software</i>	8.00	1.60	9.60
<b>DD</b>	Npower (was E.ON) <i>Unmetered Electricity Supply June 2024</i>	68.05	3.40	71.45
<b>BANK TFR</b>	KCC Procurement Services <i>Photocopier copy charges</i>	53.07	10.61	63.68
<b>BANK TFR</b>	Streetlights Ltd <i>Column repair/maintenance</i>	240.00	48.00	288.00
<b>BANK TFR</b>	Tatsfield Aquatics Ltd <i>Supply/installation of new kissing gate &amp; repairs to fencing</i>	2226.00	445.20	2671.20
<b>DEBIT CARD</b>	Amazon <i>Office supplies</i>	26.54	5.34	31.98
<b>DD</b>	Smartest Energy <i>Pavilion Gas Supply June 24</i>	192.88	9.64	202.52
<b>DD</b>	Castle Water <i>Pavilion Water June 24</i>	41.78	0.00	41.78
<b>DEBIT CARD</b>	Amazon <i>Pavilion supplies</i>	24.69	4.94	29.63
<b>DD</b>	EE <i>Mobile phone contract</i>	11.12	2.22	13.34
<b>BANK TFR</b>	SDC <i>Saturday Freighter Hire (July)</i>	220.50	44.10	264.60
<b>DD</b>	Lebara <i>Mobile phone contract</i>	4.12	0.83	4.95
<b>DD</b>	Smartest Energy	1013.33	202.67	1216.00

	Pavilion Electricity Supply (Budget Plan)			
<b>DD</b>	Hugofox Ltd Website (duntongreenpc.org.uk)	19.99	4.00	23.99
<b>DD</b>	Heliocentrix Ltd IT Support	77.00	15.40	92.40
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing July 2024	978.39	195.68	1174.07
<b>DD</b>	Onecom Ltd Broadband and Telephone at Pavilion	95.50	19.10	114.60
<b>BANK TFR</b>	Yura Ma'rue Refund of overpayment re hire of Pavilion	34.17	6.83	41.00
<b>August Payments</b>				
<b>DD</b>	Hiscox Annual Insurance Premium Monthly Payment	483.60	0.00	483.60
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
<b>BANK TFR</b>	Gardens of Kent Grounds Maintenance July 2024	4322.25	864.45	5186.70
<b>BANK TFR</b>	Coblans Nurseries Ltd Plant for one new village green bed	275.95	55.19	331.14
<b>BANK TFR</b>	Coblans Nurseries Ltd Plant for one new village green bed	120.10	24.02	144.12
<b>BANK TFR</b>	Surrey Hills Solicitors LLP Legal fees (advice/draft letter of notice to quit)	310.00	62.00	372.00
<b>BANK TFRS</b>	Staff Salaries & Expenses August 2024	3442.87	0.00	3442.87
<b>DD</b>	Smartest Energy Pavilion Gas Supply July 24	280.93	14.05	294.98
<b>DD</b>	People's Partnership Pension payment August 24	340.99	0.00	340.99
<b>DD</b>	SAGE UK Ltd Payroll software	10.00	2.00	12.00
<b>DEBIT CARD</b>	Amazon Office supplies	47.48	9.50	56.98
<b>BANK TFR</b>	Sam Rogers Treecare Recreation Ground Tree Maintenance	1407.00	281.40	1688.40
<b>DD</b>	EE Mobile phone contract	11.12	2.22	13.34
<b>DD</b>	Castle Water Pavilion Water July 24	42.06	0.00	42.06
<b>DD</b>	Npower (was Eon) Unmetered Supply (streetlights)	70.24	3.51	73.75
<b>BANK TFR</b>	Sally Jolly Printing Autumn edition Dunton Green News	1369.44	0.00	1369.44
<b>DD</b>	Lebara Mobile phone contract	4.12	0.83	4.95
<b>DD</b>	Smartest Energy Pavilion Electricity Supply (Budget Plan)	769.17	153.83	923.00
<b>DD</b>	Heliocentrix Ltd Microsoft 365 Licences	15.16	3.03	18.19
<b>DD</b>	Hugofox Ltd Website (duntongreenpc.org.uk)	19.99	4.00	23.99
<b>DD</b>	Onecom Ltd Broadband and Telephone at Pavilion	95.60	19.12	114.72
<b>DD</b>	Heliocentrix Ltd	77.00	15.40	92.40

	IT Support			
<b>DD</b>	Hiscox Annual Insurance Premium Monthly Payment	483.60	0.00	483.60
<b>September Payments to date</b>				
<b>BANK TFR</b>	Sportsequip Boot scraper brushes (2 sets)	256.00	51.20	307.20
<b>BANK TFR</b>	Sam Rogers Treecare Station Road (The Crescent) Tree Maintenance	560.00	112.00	672.00
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing August 2024	923.39	184.68	1108.07
<b>BANK TFR</b>	KALC Planning Conference x 2 (late invoicing)	140.00	28.00	168.00
<b>BANK TFR</b>	KALC Internal Controls Training (late invoicing)	30.00	6.00	36.00
<b>BANK TFR</b>	Gardens of Kent Grounds Maintenance August 2024	4089.50	817.90	4907.40
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
<b>BANK TFR</b>	Mrs W Jackson New cleaning kit supplies for changing rooms	99.96	0.00	99.96
<b>BANK TFR</b>	Pyrovision Ltd Deposit for 2024 Fireworks event	2340.00	468.00	2808.00
<b>BANK TFR</b>	Safeplay Playground Services Ltd August H&S inspection of play equipment	152.00	30.40	182.40
<b>BANK TFR</b>	HMRC Shipley QTR 2 2024/25 PAYE Tax & NI payment	3200.85	0.00	3200.85
<b>BANK TFRS</b>	Staff Salaries & Expenses September 2024	3186.46	0.00	3186.46
<b>DEBIT CARD</b>	Amazon Pavilion supplies	19.30	3.86	23.16
<b>BANK TFR</b>	KCC Procurement Services Photocopier leasing charges	82.52	16.50	99.02
<b>September Payments (expected but unconfirmed/not yet paid as at 09/09/24)</b>				
<b>DD</b>	People's Partnership Pension payment September 24	302.90	0.00	302.90
<b>DD</b>	SAGE UK Ltd Payroll software	10.00	2.00	12.00
<b>DD</b>	Npower (was E.ON) Unmetered Electricity Supply August 2024	70.83	3.54	74.37
<b>DD</b>	Heliocentrix Ltd IT Support	77.00	15.40	92.40
<b>DD</b>	Smartest Energy Pavilion Gas Supply August 24	147.69	7.38	155.07
<b>DD</b>	Castle Water Pavilion Water August 24	44.44	0.00	44.44
<b>DD</b>	Heliocentrix Ltd Microsoft 365 Licences	15.16	3.03	18.19

ACTION: CLERK

## 11. PLANNING

11.1 CURRENT PLANNING Applications were considered, and it was resolved to agree recommendations as listed below.

11.1a Planning Application 24/00849/FUL

Location: 2 Barretts Road



Development: Change of use of dwelling to a mixed use (Use Class C3) and childcare on domestic premises.  
Updated planning statement following Parish comments.

**[Comments previously submitted]**

**11.1b Planning Application 24/00849/FUL**

Location: 2 Barretts Road

Development: Change of use of dwelling to a mixed use (Use Class C3) and childcare on domestic premises.  
Update to Planning Statement following Parish comments.

**[Comments previously submitted]**

**11.1c Planning Application 24/01714/HOUSE**

Location: Pounsley Studio Pounsley Road

Development: Demolition of garage building to be replaced with new proposed single storey garage

**[27/08/24] No comments submitted; deadline now passed**

**11.1d Planning Application 24/01966/HOUSE**

Location: 1 Meadow View London Road

Development: Demolition of conservatory, front store, and outbuildings. Construction of two storey rear extension.  
Additional fenestration on side elevation.

**[29/08/24] No comments submitted; deadline now passed**

**11.1e Planning Application 24/01967/HOUSE**

Location: 1 Meadow View London Road

Development: Demolition of existing single storey rear extension and erection of two storey rear extension.  
Additional fenestration on side elevation.

**[29/08/24] No comments submitted; deadline now passed**

**11.1f Planning Application 24/01882/FUL**

Location: Cake Craft World Ltd Unit 8 North Downs Business Park Limepit Lane

Development: The internal fit out of warehouse unit to form cleanrooms and ancillary spaces. A limited number of alterations to the external fabric with the addition of 2no. wall mounted louvres and 2no. flue penetrations through the existing roof.

**[05/09/24] No comments submitted; deadline now passed**

**11.1g Planning Application 24/00932/HOUSE Amended**

Location: Midway London Road

Development: Increase ridge height to accommodate room in the roof with gable to rear and singles storey side extension to front of recess.

Amendment: The applicant has updated the location plan, which is now of better quality and has updated the ground floor plan to show vehicle parking

[13/09/24]

**Recommendation: The location plan does nothing to change the Parish Council's original view of this application and so there are no additional or contrary comments**

**ACTION: CLERK**

**11.1h Planning Application 24/02209/WTPO**

Location: Prices Wood Pounsley Road

Development: Damson Tree – x2 Branches have semi-collapsed onto roof, causing potential damage. Remove both branches by up to 3 metres to clear the fence and shed by at least 1 metre.

[No statutory requirement to publicise the application; information purposes only].

**11.1i Planning Application 24/03696/FUL Adjoining - Amended**

Location: Unit E Ryedale Court Riverhead

Development: Proposal for a three-storey extension and flat roof third storey to provide 8 flats, with associated landscaping works, cycle and refuse storage.

Amendment: Email providing clarifications for ecology officer Preliminary Ecological Assessment of site (2023)

[23/09/24]

**Recommendation: Objection. There is nothing within the new drawings that reassures the Parish Council that the parking concerns have been addressed and that there will be adequate parking for this development. For that reason, DGPC now recommends refusal of this application.**

**DGPC is supportive of comments submitted by Riverhead Parish Council (02/09/24).**

**ACTION: CLERK**



### 11.1j Planning Application 24/02309/HOUSE

Location: Bellasis Rye Lane

Development: Part demolition of side extension and porch and erection of a new, single storey side extension with rooflights.

**Recommendation: Support**

**ACTION: CLERK**

### 11.1k Planning Application 24/02378/WTPO

Location: 5 Bankside

Development: Various works to trees.

[No statutory requirement to publicise the application; information purposes only].

## 11.2 PLANNING NOTIFICATIONS Decisions from SDC or the Planning Inspectorate were noted.

### 11.2a Planning Application 24/00849/FUL

Location: The Coach House London Road

Development: Extensions and alterations to existing garage, which include raising the roof and inserting rooflights, plus associated landscaping.

**PLANNING PERMISSION GRANTED**

### 11.2b Planning Application 24/00849/FUL

Location: 2 Barretts Road

Development: Change of use of dwelling to a mixed use (Use Class C3) and childcare on domestic premises.

**PLANNING PERMISSION GRANTED**

## 11.3 STREET NAMING & NUMBERING To note new addresses allocated by SDC to the village.

### 11.3a Wickens Meadow Rye Lane

The addition of a new park home next to no 19 to be known as 19A Wickens Meadow Rye Lane

### 11.3b Rear of 20 London Road

A new development of 3 flats being built to the rear of 20 London Road on what was a commercial unit. The three new addresses will be addressed from Pounsley Road [Flats 1, 2, 3 Mathu House Pounsley Road]

## 11.4 Proposed 'community hub plan' on Rye Lane as promoted in The Chronicle and in household leaflets: to note that (at time of agenda) no application has been received for consideration

There had been an article in the Chronicle about a 'community hub', which essentially was nothing more than an advertising pitch for the architect and developer. At the time this was published (mid-August), SDC had received no communications at all in relation to this proposal. Leaflets have also been delivered to some residents of the village, again promoting the virtues of an auditorium venue, a 'signatory eatery', indoor play space, and commercial office space. It is now the understanding of the Parish Council that an application has been submitted but it has not been validated and is not yet available to be considered. The Parish Council is aware that similar proposals in the north of England from the same group have been problematic and, given what has been put forward in the media, remains very concerned that there will be severely inadequate parking provision. However, the Parish Council will review the application on its merits when it is received.

## 12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 12.1 Christmas Lighting project – to receive an update regarding the application to KCC, KCC streetlights concerns and load testing

This continues to not be straightforward. However, a certificate has been obtained that KCC is satisfied with, and which can be used to authorise the load testing of columns. The Clerk advised that 12 columns will be tested (only 7 are required) and once the results have been provided, a final decision can be taken with regard to where the light motifs will be put up. The Clerk is still working with UKPN and Npower with regard to obtaining an MPAN for KCC to use to bill DGPC for the electricity.

### 12.2 Pavilion changing room showers: to note issues that have arisen and steps taken to resolve

Following checks ahead of Ide Hill Football Club starting, faults were found in two of the changing rooms in relation to the showers. It is proving especially difficult to obtain replacement parts, and even new kit options are proving

difficulty to identify. This was all supposed to be resolved before the end of August but there is still no indication as to when this will be completed.

Regarding the Football Club, there have been developments with regard to the pitch. Ide Hill FC have indicated that the goalposts need to be moved in order to align the 18-yard boxes. This has come to light following the use of a pitch marking robot. The cost to align things is estimated to be £475. DGPC has had no complaints from the previous clubs that have used the pitch since the goalposts were permanently fixed and pitch marking has never been mentioned as an issue. However, Ide Hill FC will not play on the pitch until the issue has been rectified. It is also noted that trees on the perimeter of the pitch are encroaching the pitch area and need to be cut back. Members discussed the matter and concluded that whilst they have no objections to the football club moving the goalposts, the Parish Council will not pay for the work. There have already been financial outlays repairing the goalmouth area, new boot scraper brushes and cleaning equipment for the changing rooms. There will also be costs associated with the tree work and the changing room showers. The BFA will contact the football club and advise them of the decision.

**ACTION: BFA**

### **12.3 Village green trees – to note status re the request made to SDC to complete maintenance on the trees generally and to address issues with a tree outside 79 London Road**

Further to Item 12.9 at the July meeting, the Clerk had received no communication from SDC about these trees. This has been chased again and taken to a higher level, as per Item 7 above. The Clerk has been advised that works to assist with DGPC's ground maintenance will be carried out (timing TBC) but that more extensive maintenance will not be done because the trees are healthy. The Clerk has responded that this is not satisfactory, that the trees are being allowed to get excessively large and that the amount of deadwood falling from these trees would indicate that the trees do require much more attention. The Clerk will chase for an update.

**ACTION: CLERK**

It was also noted that of the eight trees planted at Price's Wood last year, one has failed. There is some suspicion that given its positioning it may have been tampered with and the grounds maintenance team have suggested that a Holly tree could be planted in its place (with some protection around it) as this would likely be more robust, which the Clerk has authorised on the Council's behalf. Members approved the decision and also commented that the Council's wildlife camera could be used to monitor the tree's development.

### **12.4 Extension Land project – to receive an update regarding the proposed ONH Planning for Good workshop for councillors and to consider and agree dates in November for that to take place**

Members had previously asked about their availability for dates in October. Following the feedback, the Clerk had asked ONH for dates for evening meetings in November, which were given to Councillors. Following some discussion, two potential dates were agreed – 5<sup>th</sup> and 19<sup>th</sup> November. The Clerk would ask members not in attendance for their availability and would then confirm the final date. Members were also advised that the workshop could be completed in two hours. ONH will walk around the site and the village ahead of the meeting. The Clerk and Chairman will accompany them, along with any other members available.

**ACTION: CLERK**

### **12.5 Dunton Green Social Club: to consider arrangement re overflow car park**

It was Resolved that DGPC would enter another formal agreement with the Social Club to use their car park as an overflow facility at a cost of £1000 for the year. The Clerk will confirm this with the Club's Secretary.

**ACTION: CLERK**

### **12.6 Dunton Green Social Club: to consider proposal regarding charging for water for DGPC's allotments**

The Social Club want to charge DGPC for use of water by the Parish Council's plot holders. They have not yet indicated how they will apportion costs or what those costs will be. Cllr. Hersey indicated that DGPC plot holders use no more than 2 cubic metres per annum, and the Clerk will calculate what the Parish Council would therefore agree would be an acceptable charge.

**ACTION: CLERK**

## 13. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

### 13.1 Streetlights Ivy House Lane – to consider action to be taken with regard to column 14 which has been damaged

It was Resolved that Column 14 in Ivy House Lane should be replaced (at a potential cost of £2500, inclusive of UKPN charges). Works to be arranged with the streetlighting contractor.

**ACTION: CLERK**

### 13.2 A25 Westerham Road Bessels Green overnight closures – to note temporary closures (overnight and full weekends) between 15/08/24 and 25/11/24

Noted.

### 13.3 Resident concerns re inconsiderate parking and access to Pounsley Rd (at London Rd junction)

It was noted that three residents had contacted the Parish Council with regard to concerns about parking by the new shop (vehicles parking and blocking the junction) and sight lines being affected by parking outside the Miners Arms. The Clerk had responded to all advising them to contact KCC and SDC.

## 14. EVENTS

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

**14.1a Annual Fireworks Event Saturday 28<sup>th</sup> September 2024:** to finalise details for the day, including key contacts for the day, set up, contact with volunteers and overseeing the actual event. There were discussions about arrangements. The Clerk was asked to forward the updated planning schedule. The Clerk confirmed that she would also look at the WhatsApp group for the event to check volunteers and councillors listed and add where necessary. Councillors will plan to meet informally to discuss the organising of the event.

**ACTION: CLERK/COUNCILLORS**

### **14.1b To discuss arrangements for Remembrance Day and the Christmas Singalong**

The Remembrance Day Service will take place on Sunday 10<sup>th</sup> November. The Clerk will check which Order of Service should be used this year and will print copies. Details of the event planning will be discussed at the October meeting.

**ACTION: CLERK**

## 15. CORRESPONDENCE & COMMUNICATIONS

### 15.1 Members considered or noted correspondence received since the July 2024 meeting

#### **15.1a Resident [Email] – Complaint regarding new Village Green flower beds and signage**

A concern had been raised regarding the timing of planting and the cost of signage. The planting had been completed on the instructions of the Council and the beds had been watered at least weekly by the grounds maintenance to ensure the survival of the plants. No other complaints had been made, there had been overwhelming support for the new beds. The signage had been financed by grants.

#### **15.1b NSALG Ltd – Allotment & Leisure Gardener Issue 3 2024**

#### **15.1c DG Primary School PTA – Request for donation towards IT equipment**

It was agreed that the donation request would be considered at the October meeting (when donations for this financial year are agreed).

**ACTION: CLERK**

#### **15.1d KCC [Email] – Local Transport Plan 5 Consultation (closes 08/10/24)**

#### **15.1e KCC [Email] – Road Safety & Active Travel Group (RSATG) newsletter**

### 15.2 Dunton Green News (newsletter): update re the Autumn edition, to note copy deadline for Winter edition (1<sup>st</sup> November) and to nominate councillors for articles for the Winter 2024 and Spring 2025 editions

Noted. Councillors were not nominated for articles but were reminded that suggested topics had been provided.

### 15.3 New DGPC domain (duntongreen-pc.gov.uk). Update re website, new email addresses and IT support arrangements

New email addresses had been issued, along with instructions regarding how to access them. Some councillors had had issues and those who still needed support were encouraged to contact Heliocentrix who are on hand to help resolve any issues. The website is live but is by no means complete. The Clerk will work on this in the coming weeks to get it updated. The work to set up SharePoint has yet to be completed but as soon as it is the Clerk will update councillors and the Parish Council will be able to make use of the facility.

**ACTION: CLERK**

## 16. CO-OPTION

No applications for consideration.

## 17. DATE OF NEXT MEETING

17.1 Scheduled: October 8<sup>th</sup>, 2024 (7.30pm)

## 18. PUBLIC SESSION

None.

The meeting closed at 9.26pm.

Chairman\_\_\_\_\_

Date\_\_\_\_\_