

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 12th November 2024 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. Lockey, Parker, Gomes-Chodynieski, Hersey, Norton, Copeland

Apologies: Cllrs. England, Carrol, Forster-Pearce, Lapham, Bayley (SDC), Clack (SDC)

In attendance: Tracy Godden (Clerk), Wendy Jackson (Bookings & Facilities Assistant), 1 x Member of Public, PC Wilson

In the absence of the Parish Council Chair, Cllr. Lockey (Vice Chair) chaired the meeting.

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 8th October 2024 as a true and accurate record.

It was Resolved to approve and sign the minutes of the meeting of the Planning & Development Committee held on Tuesday 29th October 2024 as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

None.

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

05. GENERAL ADMINISTRATION

5.1 To receive updates from Kent County and Sevenoaks District Councillors

No updates provided.

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

It was noted that the Clerk and Chairman had attended the KALC Climate Change Conference, that the Clerk had attended the KALC Clerks' Conference and is booked to attend the SLCC Practitioners' Conference (January 2025).

5.3 To note that the Local Government Pay Claim for 2024/25 has now been settled

The National Joint Council (NJC) pay scales had been updated and the pay claim settlement was noted. The increase is back dated to 1st April 2024 and staff remuneration has been calculated accordingly.

5.4 Action with Communities in England: to note that DGPC has registered to receive any files relating to Dunton Green venues that might have been held in the archives of Action with Communities in Rural Kent

The Clerk has registered ACRE to ensure that any papers (if there are any) relating to Dunton Green halls will be given to the Parish Council for safekeeping.

5.5 To consider the continued provision of the Saturday Freighter Service in 2025

Members Resolved that the Saturday Freighter Service should continue through the 2025-26 fiscal year and that bi-monthly collections should be arranged (accepting that there is a break in December and January over the winter

period). The costs should be factored into the budget.

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

Cllr. Hersey confirmed that the Donnington Hall Management Committee AGM had taken place. The Clerk was asked to check with Cllr. Lapham regarding his position as DGPC's representative on the Committee.

ACTION: CLERK

Cllrs. Hersey and England are expected to attend the KALC AGM on 30th November. The Clerk will arrange for hard copies of the meeting papers to be made available.

ACTION: CLERK

07. CLERK'S REPORT

Chevening Parkland Scheme - Update

The newt capture period for the first phase (land immediately south of Turvins Farm) has now been completed and no great crested newts were found during this process. The final element of the search took place using an excavator to agitate the surface where the temporary haul road is to be established. The temporary haul road construction started towards the end of October. This is the first substantive movement of lorries and machinery as the material is brought to site. Lorries will be operating under the strict criteria that has been agreed as part of the planning consent.

St Mary's Tree Festival

This takes place annually and this year's event is scheduled for 7th & 8th December. An invitation to display a tree has been received and the Clerk will arrange for a submission from DGPC to be delivered to the church.

ACTION: Clerk

Defibrillator on the shopping parade - ASB

Unfortunately, the defibrillator was found on the pavement by a resident who took it to The Taj for safekeeping. The defibrillator was subsequently checked over by Sevenoaks CFR and found to be in good working order. It may be necessary at a future date to replace the cabinet there with a lockable one, but this is not yet urgent. Thanks were given to the resident and The Taj for their help.

Christmas Tree Decoration Ideas for 2025

Solar powered Christmas Trees that can be hung from hanging basket brackets are potential options for extending Christmas lighting around the village. The items are effectively hired, delivered to site, put up and then removed and a project could be considered in 2025.

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 and to note the latest Police newsletter

The Clerk advised Members that there would be no further action in relation to the damage to the noticeboard at the station. Whilst this had been witnessed and photos of the culprits taken, only one had been identified and they denied causing the damage (saying that the noticeboard was already damaged). It was also claimed that the Police has been unable to contact the person who reported the incident to obtain more information. PC Wilson indicated that he was following up on this as this was an unsatisfactory outcome.

PC Wilson also confirmed that whilst footage of youths causing criminal damage in Kingswood Road on Halloween had been submitted, it was not good enough to identify individuals and that the Police would be going door to door to see if any other footage could be obtained. There had been a considerable amount of ASB on the evening of 31st October with some youths coming up from Edenbridge and Tunbridge Wells, as well as more local young people.

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

It was noted that the monthly Age UK Pop Up sessions resume on 13th November.

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 a bank reconciliation (31st October), and it was Resolved that it be accepted. Two Parish Councillors have verified all the bank balances stated on the reconciliations against the bank / investment statements.

BANK RECONCILIATION TO END 31/10/2024

Description	Value £	Value £
Cash in hand 01/04/2024		£212,640.96
ADD Receipts 01/04/2024 – 31/10/2024		£175,719.89
TOTAL		£388,360.85
SUBTRACT		
Payments 01/04/2024 – 31/10/2024		£145,541.00
A: Cash in hand 31/10/2024		£242,819.85
Cash in hand per Bank Statements		
NatWest Reserve 31/10/2024	£110,449.89	
NatWest Current 31/10/2024	£6,662.16	
CCLA Public Sector Deposit 31/10/2024	£85,707.80	
CCLA Local Authorities Property Fund 01/04/2024	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£242,819.85
Less unrepresented cheques		£0.00
TOTAL		£242,819.85
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£242,819.85

9.2 To note a Community Infrastructure Levy (CIL) receipt relating to CIL collected over period 19 (April 2024 to September 2024 inclusive)

It was noted that a payment of £2989.81 had been received (in relation to a development site in Lennard Road).

10. LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND (LGBCE)

10.1 To note that the LGBCE are currently undertaking an electoral review of Sevenoaks District Council and that there is a recommendation that the number of councillors be reduced from 54 to 48, and to consider a response to the current consultation

Members noted this consultation and discussed DGPC's views. Any response to the consultation should start with the premise that Dunton Green should not be warded with Riverhead. It is not advantageous to either Parish and causes issues with demonstrating deprivation in Dunton Green when submitting grant applications, for example (since Riverhead's data skews this, and Dunton Green's data skews Riverhead's in the other direction). Recognising that the objective of the review exercise is to create forty-eight wards of similar population sizes (including anticipated population growth because of development), Dunton Green should be a ward in its own right, or be warded with parishes with more similar needs. The Clerk will prepare a response for submission.

ACTION: CLERK

11. ACCOUNTS FOR PAYMENT

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

Payment Type	Description	Net £	VAT £	Gross £
October Payments (reported at October meeting in <i>italics</i>)				
DEBIT CARD	Adobe Systems Software <i>Adobe Acrobat monthly subscription</i>	16.64	0.00	16.64
DD	Hiscox <i>Annual Insurance Premium Monthly Payment</i>	463.28	0.00	463.28
BANK TFR	Phoenix Emergency Medical Services <i>First Aid cover for Fireworks event</i>	300.00	0.00	300.00
BANK TFR	Streetlights <i>Annual Maintenance Contract (payment 2 of 2)</i>	880.02	176.00	1056.02
BANK TFR	Kent County Playing Fields Association <i>Annual subscription 2024/25</i>	20.00	0.00	20.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) <i>Pavilion cleaning, jet washing September 2024</i>	978.39	195.68	1174.07
BANK TFR	Pyrovision Ltd <i>Balance for 2024 Fireworks event</i>	2340.00	468.00	2808.00
BANK TFR	SDC <i>Emptying of dog waste bins & litter picking</i>	425.10	85.02	510.12
DEBIT CARD	Post Office Counters <i>Postage</i>	4.05	0.00	4.05
BANK TFRS	Staff Salaries & Expenses <i>October 2024</i>	3316.64	0.00	3316.64
BANK TFR	Spy Alarms Ltd <i>Annual Intruder Alarm Maintenance and Dualcom Monitoring Contract</i>	1006.00	201.20	1207.20
BANK TFR	Spy Alarms Ltd <i>Annual Fire Alarm Maintenance Contract</i>	521.00	104.20	625.20
BANK TFR	Spy Alarms Ltd <i>Annual CCTV Maintenance Contract</i>	252.00	50.40	302.40
DEBIT CARD	Kent Wildlife Trust <i>Donation for the Sevenoaks Wildlife Reserve Forest School (as agreed July 2024)</i>	1000.00	0.00	1000.00
BANK TFR	UK Power Networks (Operations) Ltd <i>Services in relation to the replacement of two lighting columns (Pounsley Road/Ivy House Lane)</i>	6482.00	1296.40	7778.40
DD	People's Partnership <i>Pension payment October 24</i>	310.43	0.00	310.43
DD	SAGE UK Ltd <i>Payroll software</i>	10.00	2.00	12.00
DD	Npower (was E.ON) <i>Unmetered Electricity Supply Sept 2024</i>	73.13	3.66	76.79
DD	Smartest Energy <i>Pavilion Gas Supply Sept 24</i>	243.90	12.20	256.10
DD	EE <i>Mobile phone contract</i>	11.12	2.22	13.34
DD	Lebara <i>Mobile phone contract</i>	4.12	0.83	4.95
DD	Heliocentrix Ltd <i>IT Support</i>	77.00	15.40	92.40
DD	Heliocentrix Ltd <i>Microsoft 365 Licences</i>	24.72	4.94	29.66
DD	Hugofox Ltd <i>Website (duntongreenpc.org.uk)</i>	19.99	4.00	23.99

BANK TFR	KCC Photocopier copy charges			45.29
BANK TFR	SLCC Enterprises Ltd Practitioners Conference (Jan '25) – Clerk			454.00
DEBIT CARD	Amazon Coffee supplies for Age UK Lunch Club & Pop Up	7.47	0.00	7.47
BANK TFR	Education in Full Proceeds of collection at Fireworks Event	777.90	0.00	777.90
BANK TFR	Kent Community Domestic Abuse Programme Donation 2024/5	200.00	0.00	200.00
BANK TFR	Sevenoaks Volunteer Transport Group Donation 2024/5	500.00	0.00	500.00
BANK TFR	DGPS PTA Grant 2024/5	1000.00	0.00	1000.00
BANK TFR	West Kent Mediation Donation 2024/5	150.00	0.00	150.00
BANK TFR	Sevenoaks Larder Donation 2024/5	250.00	0.00	250.00
BANK TFR	Age UK Lunch Club Volunteers (J Verlinden) Donation 2024/5	500.00	0.00	500.00
BANK TFR	We Are Beams Charity Donation 2024/5	500.00	0.00	500.00
BANK TFR	Citizens Advice Nth & West Kent Donation 2024/5	500.00	0.00	500.00
BANK TFR	Sevenoaks Samaritans Donation 2024/5	150.00	0.00	150.00
BANK TFR	Sevenoaks CFR Donation 2024/5	400.00	0.00	400.00
BANK TFR	Holding on Letting Go Charity Donation 2024/5	100.00	0.00	100.00
BANK TFR	Baby Umbrella Donation 2024/5	300.00	0.00	300.00
DEBIT CARD	Royal British Legion Poppy Appeal Donation 2024/5 (£100) and Wreath	122.92	4.58	127.50
DD	Smartest Energy Pavilion Electricity Supply	769.17	153.83	923.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing October 2024	923.39	184.68	1108.07
BANK TFR	Mr P Lockey Refund of overpayment (re card collector -event)	44.19	0.00	44.19
DD	Onecom Ltd Broadband and Telephone at Pavilion	115.18	23.04	138.22
November Payments to date				
BANK TFR	KCC Load testing of columns for festive lighting	950.00	190.00	1140.00
BANK TFR	Gardens of Kent Grounds Maintenance October 2024	4293.25	858.65	5151.90
BANK TFR	Coblans Nurseries Ltd Plants for upgraded flower beds on village green	151.10	30.22	181.32
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DD	Hiscox Annual Insurance Premium Monthly Payment	463.16	0.00	463.16
DEBIT CARD	Dropbox Subscription Renewal			95.88

DEBIT CARD	Tesco Postage stamps	33.60	0.00	33.60
BANK TFRS	Staff Salaries & Expenses November 2024	3880.55	0.00	3880.55
BANK TFR	Sam Rogers Treecare Prices Wood Tree maintenance 08/11/24	280.00	56.00	336.00
DEBIT CARD	KSS Air Ambulance Donation 2024/5	200.00	0.00	200.00
DEBIT CARD	West Kent Mind Donation 2024/5	150.00	0.00	150.00
DEBIT CARD	Victim Support Donation 2024/5	100.00	0.00	100.00
DEBIT CARD	CANVA Subscription renewal			99.99
November Payments (expected but unconfirmed/not yet paid as at 11/11/24)				
DD	People's Partnership Pension payment November 24	369.32	0.00	369.32
DD	SAGE UK Ltd Payroll software	10.00	2.00	12.00
DD	Npower (was E.ON) Unmetered Electricity Supply Oct 2024	77.23	3.86	81.09
DD	Smartest Energy Pavilion Gas Supply Oct 24	506.49	25.32	531.81
DD	Castle Water Pavilion Water Sept and Oct 24	31.46	0.00	31.46
DD	EE Mobile phone contract	11.12	2.22	13.34
DD	Lebara Mobile phone contract	4.12	0.83	4.95
DD	Heliocentrix Ltd IT Support	77.00	15.40	92.40
DD	Hugofox Ltd Website (duntongreenpc.org.uk)	19.99	4.00	23.99

ACTION: CLERK

12. PLANNING

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

12.1a It was noted that a Planning & Development Committee meeting took place on Tuesday 29th October (minutes of that meeting were approved under Item 2 above), recommendations were agreed for the following applications:

- Planning Application 24/02271/FUL Technical Treatments Rye Lane - Objection
- Planning Application 24/02714/FUL 36 Lennard Road – No comment (resubmission of lapsed consent)
- Amended Planning Application 24/02413/HOUSE Pounsley House Pounsley Road – Comments already submitted, no additional comments
- Planning Appeal APP/G2245/Z/24/3349019 (Planning Application 24/00043/RFADV) Polhill/Morants Court Road Roundabout – Comments already submitted, no additional comments

No other planning applications for consideration.

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

12.2a Planning Application 24/01882/FUL

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

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

PLANNING PERMISSION GRANTED

12.2b 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.

PLANNING PERMISSION GRANTED

12.3 HOUSING TARGETS

12.3a It was noted that SDC has concerns about Government plans to increase housing targets and build on Green Belt.

It will be interesting to see how these new targets impact the emerging Local Plan (which is due for Regulation 19 consultation in early 2025).

12.4 STREET NAMING

12.4a It was noted that 79A London Road is to now be known as The Haven, 79A London Road, Dunton Green, Kent TN13 2UQ

12.5 ENFORCEMENT CASE

12.5a Planning Application 24/00168/BRCN - Flavours of India: to note that no evidence was found that seating is being used for sit-down restaurant purposes and so the case is closed

The decision to close the case was noted although there remained some doubt about the motivation for the tables and chairs at the takeaway.

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Longford Spinney trees – to note works scheduled to clear vegetation from around two streetlights and to approve expenditure

Noted. The works is scheduled for Wednesday 20th November at a cost of £265 plus VAT (which had been authorised by the Clerk and approved by Council).

13.2 Christmas Lighting project – to receive an update

Light motifs have been installed on columns, load testing having been completed by KCC and authorisation given to DGPC and its contractor to use the columns. The switch on date (which will not be marked by any formal ceremony) is Saturday 30th November. The lights will be switched off for Twelfth Night (January 5th) and then removed.

13.3 St John's Closed Churchyard: to consider works that could be undertaken in partnership with North West Kent Countryside Partnership in 2025 (in response to complaints from members of the public regarding the state of the churchyard and Sevenoaks District Council's site maintenance)

The Clerk had visited site with Mark Gallant of NWKCP. They are not able to undertake any work until summer/autumn 2025 but will prepare a Management Plan for the site so that DGPC has a clearer understanding of what needs to be done at the site and when. Maintenance of the site is the responsibility of Sevenoaks District Council, who were on site the day that the Clerk visited. Some mowing had been completed and areas of vegetation had been cut down, but graves are still under grass and vegetation in places and to get around the site you walk on them (which is not acceptable). The cuttings had been left in large piles around the churchyard and the operatives left without chipping the vegetation. A check will need to be completed to see whether the site has been revisited to deal with this.

ACTION: CLERK

14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

14.1 Station Approach/Lennard Road footpath: to note that the mirror has been removed and to consider reinstatement of new and the possibility of CCTV in that area

Members considered the matter and agreed that a new mirror should be installed but that CCTV was not necessary at this time.

ACTION: CLERK

15. EVENTS

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

15.1c Remembrance Day Service 2024

The event had gone well and there had been a lot of support from the community. The Clerk noted that more copies of the Order of Service should be printed for the 2025 service.

15.1b Christmas Singalong 2024

This will take place on Friday 20th December at 6pm. Details of the event will be discussed at the December meeting, but it was noted that the Clerk will purchase refreshment supplies so that this can be paid for directly by the Council.

15.1c Events for 2025/26 (preliminary ideas for budget purposes)

There were no suggestions for any new events for 2025/26 and it was agreed that the standard events (fireworks, remembrance service and Christmas Singalong) should take place. If there are any suggestions for additional events these should be sent to the Clerk so that they can be considered at the budget preparation meeting.

ACTION: ALL/CLERK

16. CORRESPONDENCE & COMMUNICATIONS

16.1 Members considered or noted correspondence received since the October 2024 meeting (not already covered by an agenda item)

16.1a SDC [Email] - Review of polling districts, polling places and polling stations (ends 15/11/24)

16.1b KALC [Email] - Law Commission's consultation on grave re-use (ends 15/11/24)

16.1c Member of the Public [Email] – Concerns about lack of traffic calming in Dunton Green

16.1d KALC [Email] – AGM Invitation 30/11/24

16.1e Darent River Preservation Society [Email] – Autumn Meeting Otford 28th November

16.1f Various [Emails] – Messages of thanks and appreciation for donations received from DGPC

16.1g [Email] – Enabling remote attendance and proxy voting at local authority meetings consultation (deadline 19/12/24)

16.1h Clerks & Councils Direct – November 2024 edition

16.1i Sevenoaks Town Council – Invitation to Christmas Meeting 2024-12-09

16.1j KALC [Email] – KALC News November 2024

16.1k CPRE Kent – Kent Countryside Voice Autumn-Winter 2024/25

16.2 Dunton Green News (newsletter): update regarding Winter 2024 edition and to note articles being written by councillors

No update given.

17. CO-OPTION

No applications for consideration.

18. DATE OF NEXT MEETING

18.1 Scheduled: December 3rd, 2024 (7.30pm) – Finance & General Purposes Committee

18.2 Scheduled: December 10th, 2024 (7.30pm) – Full Council

Members were reminded that they also have a workshop to attend with ONH Planning for Good on Tuesday 19th November at 7pm in the Pavilion.

19. PUBLIC SESSION

None.

The meeting closed at 8.25pm.

Chairman _____

Date _____