

# MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 8<sup>th</sup> March 2022 at 7.30pm

## 00. PUBLIC SESSION

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

Cllr. Bayley (SDC) was invited to speak by the Chairman of the meeting. Cllr. Bayley indicated there was very little to update members on regarding Dunton Green. SDC's Budget increase had been approved and there would be an increase in this element of Council Tax for 2022-23. Cllr. Bayley was asked to support the village in relation to concerns about the planning application for 149-155 London Road which had now gone to Appeal. Cllr. Bayley confirmed that in her view SDC would stand by its refusal of the application.

## 01. PRESENT / APOLOGIES

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

Apologies (accepted): Cllrs. England, Lapham

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

## 02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 8<sup>th</sup> February 2022 were approved as a true record.

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

## 03. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

## 04. GENERAL ADMINISTRATION

4.1 Member Dispensations & Non-Pecuniary Interests: Requests for dispensations to be submitted to the Clerk for approval

None.

4.2 Policies: to consider new policies (Bereavement Policy)

4.2a New Bereavement Policy: to consider with a view to adopting

It was Proposed – Cllr. Norton, Seconded – Cllr. Parker and Agreed that the Bereavement Policy as presented be adopted. The Clerk will prepare a final copy for uploading to the DGPC website.

**ACTION: CLERK**

4.2b Review of existing policies

4.2bi Complaints Procedure

It was Proposed – Cllr. Lockey, Seconded – Cllr. Norton and Agreed that the Complaints Procedure be adopted. The Clerk will prepare a final copy for uploading to the DGPC website.

**ACTION: CLERK**

4.2bii General Privacy Notice (Data Protection Policy)

It was Proposed – Cllr. Norton, Seconded – Cllr. Parker and Agreed that the General Privacy Notice (Data Protection Policy) be adopted. The Clerk will prepare a final copy for uploading to the DGPC website.

**ACTION: CLERK**

**4.2biii Privacy Notice for Staff, Councillors and Role Holders (Data Protection Policy)**

It was Proposed – Cllr. Lockey, Seconded – Cllr. Copeland and Agreed that the Privacy Notice for Staff, Councillors and Role Holders (Data Protection Policy) be adopted. The Clerk will prepare a final copy for uploading to the DGPC website.

**ACTION: CLERK**

**4.2biv Website Privacy and Use Policy**

It was Proposed – Cllr. Norton, Seconded – Cllr. Copeland and Agreed that the Website Policy be adopted. The Clerk will prepare a final copy for uploading to the DGPC website.

**ACTION: CLERK**

**4.3 LGA Model Code of Conduct 2021: to review and consider adopting**

It was noted that the Model had been adopted in July 2021. The Clerk had prepared a version following the format of DGPC's other policies and procedures. This would be uploaded to the Parish Council's website.

**ACTION: CLERK**

**4.4 Training (Cllr & Staff): to note training undertaken, booked and available**

The Clerk had attended the SLCC Practitioners' Conference 1 February (virtually). There was some interest from one councillor in KALC's Bitesize training courses and the Clerk would book session on their behalf.

**ACTION: CLERK**

**4.5 Staff Salaries [to be discussed in closed session]**

To consider details of the National Joint Council for Local Government Services (NJC) pay review and agreed pay, if available and to consider proposal for staff salary bands

It was noted the NJC had confirmed an agreed 1.75% pay increase. In line with the Clerk's contract, it was Proposed – Cllr. Hersey, Seconded – Cllr. Carrol and Agreed that the increase be accepted and implemented.

**ACTION: CLERK**

*The following was discussed in Closed Session at the end of the meeting:*

It was Proposed – Cllr. Gomes-Chodynieski, Seconded – Cllr. Norton and Agreed that the Bookings & Facilities Assistant be assigned Spinal Column Point (SCP) 11 on the NJC pay scales/conditions, with effect from 1<sup>st</sup> April 2022. Current contracted hours of working will remain at 10 hours and any additional hours worked will continue to be paid at the hourly rate, additional hours having been authorised by the Clerk.

**ACTION: CLERK**

**05. DGPC NOMINATED REPRESENTATIVES – EXTERNAL BODIES****5.1 To consider feedback from any meetings attended by DGPC's representatives on external bodies and to note any meetings due to be attended**

It was noted that there had been a meeting of the Donnington Hall Management Committee and there would be a meeting of the Barretts Road Residents' Association this week to discuss the Appeal of the 149-155 London Road planning application refusal (a development to which residents had objections).

**06. CLERK'S REPORT To receive the Clerk's report**

There was nothing to report that was not covered by an agenda item.

**07. COMMUNITY DEVELOPMENT & SAFETY****7.1 Anti-Social Behaviour – to note any issues brought to the attention of the Parish Council**

The PCSO's latest report was noted, as was the fact that progress (albeit slow) was being made in relation to drugs issues in the village.

It was noted that there have been incidences of loud speeding on Morants Court Road late at night; the Clerk would mention this to the PCSO.

**ACTION: CLERK**

Cllr. Gomes-Chodyniewski arrives.

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

To include proposal for Community Basketball sessions to recommence from Easter and agree funding; to note an update regarding transport for Age UK Lunch Club.

It was Proposed – Cllr. Norton, Seconded – Cllr. Parker and Agreed that the Community Basketball sessions run by Kent Panthers should recommence (at a cost of £50 per week, as per the 2021 sessions) and run throughout the summer period.

**ACTION: CLERK**

It was noted that the lead volunteer at the Age UK Lunch Club was now taking the lead in regard to arranging transport for Dunton Green attendees. Funding had already been provided to Age UK by DGPC, so it should be a straightforward administrative task at Age UK to reimburse any transport costs. A new poster and advertising with the correct contact number had been prepared and would be distributed.

## 08. FINANCE

### 8.1 Bank Reconciliation

A bank reconciliation (to 28<sup>th</sup> February 2022) was presented by the Clerk, and it was Proposed – Cllr. Copeland, Seconded – Cllr. Gomes-Chodyniewski and Agreed that it be accepted. The Parish Council's Chairman will continue to verify all the bank balances stated on the reconciliations against the bank / investment statements when it is safe and appropriate to do so at the office.

**ACTION: CLERK**

**ACTION: FE**

#### BANK RECONCILIATION TO END 28/02/2022

Description	Value £	Value £
<b>Cash in hand 01/04/2021</b>		<b>£162,561.86</b>
ADD Receipts 01/04/2021 – 28/02/2022		£187,125.29
TOTAL		£349,687.15
SUBTRACT		
Payments 01/04/2021 – 28/02/2022		£218,758.64
<b>A: Cash in hand 28/02/2021</b>		<b>£130,928.51</b>
Cash in hand per Bank Statements		
NatWest Reserve 28/02/2022	£40,878.64	
NatWest Current 28/02/2022	£9,828.33	
CCLA Public Sector Deposit 28/02/2022	£40,221.54	
CCLA Local Authorities Property Fund 31/03/2021	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£130,928.51</b>
Less unrepresented cheques		£0.00
TOTAL		£130,928.51
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£130,928.51</b>

### 8.2 Earmarked Reserves

To discuss the allocation of funds to reserves and confirm spending authority during the next financial year.

The Clerk presented the status of earmarked reserves, for information. It was clarified, and members Resolved, that monies budgeted for projects, maintenance and non-regular items should be (and is) put into earmarked reserves so that the money is ring-fenced for its intended use and, in some instances, so that a fund can build up to meet future anticipated demands.

### 8.3 Covid-19 Contain Outbreak Management Fund

It was noted that the application to the fund had been successful and £2424 had been awarded (to reimburse costs associated with Covid-19). This sum has now been received by DGPC.

### 8.4 Castle Water

It was noted that a refund of £4123.24 (against a payment taken after a meter reading overestimate) had been paid.

### 8.5 Scope of internal audit for of 2021/22 accounts

A document detailing the scope of the internal audit had been provided and it was considered by members. It was Proposed – Cllr. Lockey, Seconded – Cllr. Parker and Agreed that the scope outlined should be approved.

### 8.6 Annual review of the effectiveness of the system of internal audit

A document detailing how the effectiveness of the system of internal audit had been reviewed had been provided. It was Proposed – Cllr. Lockey, Seconded – Cllr. Parker and Agreed that the system of internal audit was effective.

### 8.7 Annual review of the effectiveness of the system of internal control (Statement of Internal Control)

The Statement of Internal Control had been provided and members considered the details. It was Proposed – Cllr. Lockey, Seconded – Cllr. Parker and Agreed that the system of internal control was effective.

### 8.8 To note date for the internal audit of the 2021/22 accounts

The Annual Internal Audit of the 2021/22 accounts will take place on April 6<sup>th</sup>. The Annual Governance & Accountability Return would be completed and presented at the April meeting, after the Internal Audit had been completed.

**ACTION: CLERK**

## 09. ACCOUNTS FOR PAYMENT

### 9.1 List of payments for approval

It was Proposed – Cllr. Lockey, Seconded – Cllr. Parker 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>February Payments (reported at February meeting in <i>italics</i>)</b>				
<b>BANK TFR</b>	<i>Gardens of England Grounds Maintenance January 2022</i>	<i>500.00</i>	<i>0.00</i>	<i>500.00</i>
<b>BANK TFR</b>	<i>SDC Saturday Freighter 29/01/22</i>	<i>121.74</i>	<i>24.35</i>	<i>146.09</i>
<b>BANK TFR</b>	<i>Surrey Hills Solicitors LLP Professional charges (advice in conference &amp; preparation work): footpath/access road/car park</i>	<i>375.00</i>	<i>75.00</i>	<i>450.00</i>
<b>DEBIT CARD</b>	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>12.64</i>	<i>0.00</i>	<i>12.64</i>
<b>BANK TFR</b>	<i>Came &amp; Co (Gallagher) Cyber Insurance renewal</i>	<i>319.20</i>	<i>0.00</i>	<i>319.20</i>
<b>DD</b>	<i>British Gas Pavilion Gas Dec 21-Jan 22</i>	<i>265.81</i>	<i>53.16</i>	<i>318.97</i>
<b>BANK TFRS</b>	<i>Staff Salaries &amp; Expenses February 2022</i>	<i>2606.56</i>	<i>0.00</i>	<i>2606.56</i>
<b>DD</b>	<i>Virgin Mobile Phone monthly contract</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
<b>DD</b>	<i>SAGE UK Ltd Payroll software</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
<b>DD</b>	<i>Shred Station Confidential Waste Collection (January)</i>	<i>35.00</i>	<i>7.00</i>	<i>42.00</i>

<b>DD</b>	<i>B&amp;CE HSM Ltd (The People's Pension)</i>	263.77	0.00	263.77
<b>DD</b>	E.On Next Pavilion Electricity Jan 2022	558.87	111.77	670.64
<b>DD</b>	EE Mobile phone contract	8.26	1.65	9.91
<b>BANK TFR</b>	Safeplay Playground Services Ltd Repairs & renewals rec equipment	2500.00	500.00	3000.00
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing February 2022	836.91	167.38	1004.29
<b>BANK TFR</b>	SDC Dog bin emptying/litterbins & litter pick Oct-Dec	408.20	81.64	489.84
<b>DEBIT CARD</b>	Amazon Pavilion Supplies / Age UK Refreshments	65.37	6.78	72.15
<b>DEBIT CARD</b>	Microsoft Office 365 Annual Subscription	112.80	22.56	135.36
<b>DD</b>	Onecom Ltd Broadband & Telephone Jan/Feb 22	72.31	14.46	86.77
<b>BANK TFR</b>	Apex Airconditioning Services Ltd Repairs to/replacement of toilet vents	530.00	106.00	636.00
<b>BANK TFR</b>	Prolectric Services Ltd New solar column & reprogramme of existing	1765.00	353.00	2118.00
<b>March Payments to date</b>				
<b>BANK TFR</b>	Getting IT Working New hard drive for serve	80.00	0.00	80.00
<b>BANK TFR</b>	Getting IT Working IT Support Feb 2022	150.00	0.00	150.00
<b>BANK TFR</b>	Surrey Hills Solicitors LLP Professional charges (advice re Price's Wood car park area)	584.00	115.00	699.00
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
<b>DD</b>	TV Licensing Annual TV Licence for DG Pavilion	159.00	0.00	159.00
<b>DEBIT CARD</b>	Able Electrical Services Ltd Reset of power to kitchen roller shutter	37.50	7.50	45.00
<b>BANK TFRS</b>	Staff Salaries & Expenses March 2022 (including back pay)	3140.32	0.00	3140.32
<b>March Payments (expected but unconfirmed/not yet paid as at 07/03/22)</b>				
<b>DD</b>	B&CE HSM Ltd (The People's Pension)	325.01	0.00	325.041
<b>DD</b>	SAGE UK Ltd Payroll software	7.00	1.40	8.40
<b>DD</b>	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
<b>DD</b>	British Gas Pavilion Gas Jan – Feb 22	321.05	64.21	385.26
<b>DD</b>	E.On Next Pavilion Electricity Feb 2022	404.45	80.89	485.34
<b>DD</b>	E.On / NPower Unmetered Supply Feb/Mar 2022			
<b>DD</b>	EE Mobile phone contract			
<b>BANK TFR</b>	Getting IT Working IT Support Mar 2022	150.00	0.00	150.00
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing March 2022			
<b>DD</b>	Onecom Ltd Broadband & Telephone Feb/Mar 22			
<b>DD</b>	Shred Station Confidential Waste Collection (October)	35.00	7.00	42.00

ACTION: CLERK

Cllr. Bayley (SDC) leaves.

## 10. PLANNING

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

### 10.1a Planning Application 22/00278/PAC

Location: 136 London Road

Development: Prior notification for a change of use from Commercial, Business and Service (Use Class E) to dwelling houses (Class C3). This application is made under Class MA of The Town and Country Planning (General Permitted Development) (England) Order 2015.

*DGPC has not been notified or consulted in relation to this application, despite being an immediate neighbour (and despite the access road to the recreation ground).*

*This application is now for two flats and creation of a parking area (removal of the current store area (single storey section with corrugated roof) to facilitate that –to accommodate two vehicles (one for each flat).*

Recommendation: Objection. Proposed – Cllr. Lockey, Seconded - Cllr. Norton and Agreed

Whilst the application in terms of the number of flats proposed is not as over intensified as the previous application there remains concern regarding the parking. There needs to be further clarity on visibility from these spaces as the diagrams provided show three different views of the same situation, none of which seem to bear any relation to reality. The Parish Council contends that having two parking spaces accessed immediately from the access road, which is a vehicular as well as pedestrian access to the Pavilion and Recreation Ground, poses a genuine threat to safety. The access road is in constant use by children and vehicles. It is far from an unused access road, which is inferred in the application.

**ACTION: CLERK**

### 10.1b Planning Application 22/00530/HOUSE

Location: Timbers 3 Vicarage Lane

Development: Proposed 2/single storey rear extension

Recommendation: No comment. Proposed – Cllr. Hersey, Seconded - Cllr. Lockey and Agreed

**ACTION: CLERK**

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

### 10.2a Planning Application 21/00069/RFPLN / Appeal Ref APP/G2245/W/21/3285943

Location: 149 - 155 London Road

Development: Demolition of the existing buildings and erection of 7 flats with associated parking area.

Start date: 22<sup>nd</sup> February 2022

It was Proposed – Cllr. Lockey, Seconded – Cllr. Gomes-Chodynietcki and Agreed that the Parish Council's objections should be resubmitted to the Planning Inspector together with a series of photographs which would help demonstrate the concerns and make clear the objections which have not been addressed.

**ACTION: CLERK**

### 10.2b Planning Application 22/00542/WTPO

Location: Fort Halstead Crow Drive

Development: Works to various trees.

## 11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 11.1 Grounds Maintenance

#### 11.1a Work planned (repairs/maintenance: non-grounds maintenance) update

To include new benches, tables, and litter bin installation

It was noted that installation of these items is expected w/c 7<sup>th</sup> March. Once completed, the Heras fencing will be removed, the grounds maintenance team will complete some tidying up of the area and the space will be open to the public.

## 11.2 Pavilion

### 11.2a Proposal for installation of air conditioning units in office, meeting room and main foyer

The Clerk confirmed that a quote had been received for three potential options. Following discussions, it was clear that the preferred option saw units installed above the suspended ceilings, with vents to circulate air and an outside unit installed on the roof. Comparison quotes would be sought so that an informed decision could be made.

**ACTION: CLERK / BFA**

## 11.3 Projects - Updates regarding:

### 11.3a Climbing Rox

As indicated in earlier items, the project is almost complete (the Rox have been installed, as has the solar lighting column; seating, tables and additional litter bins will be installed in March).

### 11.3b Footpath SR102 registration of section to station and recreation ground access road

Some evidence statements have been completed and returned to the Parish Council, but more were required to fully demonstrate the use of the station footpath. Information had been provided in the latest edition of Dunton Green News and additional statements are being issued. The APM event will be used as a final push for support before submitting a formal application. The work on the recreation ground access road has not progressed yet but the Clerk would follow up on this with the solicitor.

**ACTION: CLERK**

### 11.3c CCTV for MUGA & Tennis Court

The Clerk had followed up with the contractor, but the work has yet to be completed. The Clerk will continue to chase to get the installation completed.

**ACTION: CLERK**

## 11.4 Price's Wood / Pounsley Road Car Park: to consider draft letter to residents, legal advice, and draft Licence to Occupy

It was noted that there was still no explanation as to why the car park area had suddenly become a point of concern for residents (when nothing had changed, save the ownership of the land several years ago) and that DGPC has had to spend money on legal advice because of the two communications from Pounsley Road Residents Ltd (PRR Ltd). The Licence to Occupy solution has its own pitfalls in so far as the licences would have to be between the Council and individual properties (and there were too many properties for parking spaces); it would be preferable to reach a different form of agreement. Following discussion, it was Proposed – Cllr. Carrol, Seconded – Cllr. Gomes-Chodynieski and Agreed that a letter should be sent to all 23 properties to state the Council's position (namely, that it will not transfer the land but that it will permit parking to continue indefinitely) and to reassure residents of the Parish Council's good intentions. The Parish Council has no wish to incur further legal costs (and it should be stated that further costs, if they are necessary, will have to be borne by PRR Ltd, this situation not being of the Parish Council's making).

**ACTION: CLERK**

## 11.5 Dunton Green Village Hall: to note concerns from the Management Committee and steps taken to offer support

The Clerk had received a communication from the Bookings Secretary for the Village Hall indicating that support was needed if the Village Hall is to continue as a venue. The Clerk had put together a poster which is included in the current edition of Dunton Green News, calling for volunteers to help. The Clerk had also indicated to what remained of the Committee, that they had not utilised the DGPC rep who might be able to offer some assistance with a website (the Village Hall's website now being untraceable). A new website with contact details, pricing information and possibly some form of online booking tool would help alleviate some of the administrative burden. This had been suggested on previous occasions over the last few years, but no steps had been taken yet. The Clerk will ensure that posters are put up around the village and that there is also information on DGPC's website and Facebook page. The Bookings & Facilities Assistant suggested that Action with Communities in Rural England (ACRE) might be a good source of advice and support for the Village Hall; details would be forwarded.

**ACTION: CLERK**

## 12. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

### 12.1 Parish Speed Indicator Device (SID) Scheme: update

It as noted that since the Spring edition of Dunton Green News had started to circulate, there had been 14 additional shows of support (versus the original 4). This is much more encouraging. The APM event will be used as a final push for support before sending a request to purchase to KCC.

**ACTION: CLERK**

### 12.1 Road closure

It was noted that a temporary road closure is planned for London Road (between Ivy House Lane and Rugby House) on 15<sup>th</sup> March for one day (09.30-15.30), necessitating the diversion: :London Road, A224 Morants Court Road/Polhill, Pilgrims Way Link Bridge, Pilgrims Way West and vice versa.

The Clerk informed members that she receives numerous roadworks notices, many of which either change or are not issued in time. She advised members to use one.network as a more reliable source of up-to-date information regarding traffic disruption.

## 13. COMMUNICATION

### 13.1 Newsletter

The Spring edition has largely been delivered, only a few areas are still to be delivered. Work commences on the Summer edition (copy deadline is 1<sup>st</sup> May).

**ACTION: CLERK**

**ACTION: ALL**

## 14. EVENTS

### 14.1 DGPC Events: feedback/updates where available

#### 14.1a Annual Parish Meeting Wednesday 30<sup>th</sup> March 7pm

All is on course; invitations have been issued, reports requested, food to be agreed with caterer and drinks to be organised by Cllr. England. The Clerk clarified that members attend the APM as residents but that at the Reception they are attending a DGPC event and any assistance with speaking with residents or partner organisations would be welcomed.

#### 14.1b Litter Pick [Great British Spring Clean 2022] Sunday 3<sup>rd</sup> April 10.30am

A request has been submitted to SDC to borrow their litter pick equipment; details of the event are in the newsletter and other advertising will follow.

### 14.2 Other Events

#### 14.2a SDC Summer Family Fun Day: Wednesday 27<sup>th</sup> July 10am to 2pm (Recreation Ground)

This event was noted. The only involvement by DGPC is allowing use of the recreation ground and the Pavilion's changing room toilets. DGPC will not be providing refreshments, this will be managed by SDC and their partners.

## 15. CORRESPONDENCE

### 15.1 To consider a list of correspondence received since the February 2022 meeting

The following correspondence items were noted:

Local Councils Update – March 2022

South East Water - Water Resources/Management Plan: Regional Consultation Closes 14/03/22

SDC - Air Quality Action Plan Consultation Closes 24/03/22

KCC - Bus Funding Reduction Consultation Closes 20/04/22

My Community Voice - Kent Priority Survey

Green Lanes Environment Movement (GLEAM)– Government consultation on Glover Landscapes Review – an opportunity to stop ‘off roading’ in AONBs Closes 09/04/22

Resident – Ryewood development road markings

Shred Station - Letter confirming price increase with effect from 1st April

SDC - Draft themes of the Housing Strategy 2022/2027 Consultation Closes 18/04/22

SDC - Draft Housing Register Allocations Scheme Consultation Closes 18/04/22

KALC News – March 2022 (sent by email)

Clerks and Councils Direct – March 2022 edition

## 16. DATE OF NEXT MEETING

16.1 Scheduled: April 12<sup>th</sup>, 2022 (7.30pm) – Dunton Green Pavilion

## 17. PUBLIC SESSION

None.

Bookings & Facilities Assistant leaves.

*Closed session discussion (as reported under Item 4.5 above)*

The meeting closed at 9.26pm.