



DUNTON GREEN PARISH COUNCIL

Dunton Green Pavilion • Recreation Ground • London Road

Dunton Green • Sevenoaks • Kent • TN13 2UR

Tel: 01732 462966 • email: clerk@duntongreenpc.org.uk

Chairman: Cllr F. England • Clerk to the Parish Council: Tracy Godden

To members of the Council

You are hereby summoned to attend a meeting of Dunton Green Parish Council at Dunton Green Pavilion on Tuesday 12th March 2024 at 7.30pm for the purpose of transacting the following business.

00. PUBLIC SESSION

To enable any members of the public present to draw the attention of the Parish Council to any pre-advised matter, at the discretion of the Chairman.

01. PRESENT / APOLOGIES

To receive and accept apologies for absence.

02. MINUTES OF THE COUNCIL

To approve the minutes of the meeting held on Tuesday 13th February 2024 and, if in order, to sign as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

To consider written requests from Members which have previously been submitted to the Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest (Localism Act 2011 s.31 & s.33).

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Members are requested to ensure that declarations of interest are made orally. Members are reminded that if an interest comes to light during the meeting it must be declared at that time and if the member considers it to be prejudicial then he or she **MUST** leave the 'room'. Members are reminded that they have a duty to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

05. GENERAL ADMINISTRATION

5.1 Learning Opportunities (Cllr & Staff): to consider what has been undertaken, booked and is available

5.2 To receive updates from Kent County and Sevenoaks District Councillors

5.3 Policies: to consider the review of existing policies

5.3a General Privacy Notice (Data Protection) Policy

5.3b Complaints Procedure

5.3c Website Privacy & Use Policy

5.3d Staff, Councillors & Role Holders Privacy Notice (Data Protection) Policy

5.3e Bereavement Policy

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

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

08. COMMUNITY DEVELOPMENT & SAFETY

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

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

09. GROUNDS MAINTENANCE CONTRACT

9.1 To consider tenders submitted for the Grounds Maintenance Contract renewal with a view to appointing a contractor for a period of three to five years.

10. FINANCE

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

10.2 Earmarked Reserves: To discuss the allocation of funds to reserves and confirm spending authority during the next fiscal year.

10.3 Recurring payments: to review a list of recurring payments and confirm spending authority

10.4 To consider feedback regarding commercial hire rates and agree Pavilion Charging Rates for 2024-2025

10.5 To agree Outside Space Hire Charging Rates for 2024-2025

10.6 To agree charging rates for annual allotment hire 2024-2025

10.7 Scope of internal audit for of 2023-2024 accounts

10.8 Annual review of the effectiveness of the system of internal audit

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

10.10 To note date for the internal audit of the 2023-2024 accounts

11. ACCOUNTS FOR PAYMENT

11.1 List of payments for approval

To resolve to note expenditure for February and March to date and to approve items for payment in March. A list of cheques, Bank transfers and direct debits (with supporting documentation) is provided and is to be signed off by two councillors.

12. PLANNING

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

12.1a Planning Application 24/00170/FUL

Location: 20 London Road

Development: Construction of a rear single storey extension and installation of condenser units.

Any planning applications received between 05/03/24 & 12/03/24 will also be considered.

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

Any planning notifications received between 05/03/24 & 12/03/24 will also be considered.

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 DGPC Land / Projects

13.1a DGPC 'Extension' Land: to discuss progress and next steps.

14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

14.1 To note feedback from KCC regarding safety requirements when installing pedestrian crossings (following request re Station Road)

14.2 To note temporary road closure Pilgrims Way West 01.00hrs 17/03 to 04.00hrs 18/03 (diverted traffic to come through Dunton Green) for the purpose of removing overgrown vegetation on Network Rail land.

15. EVENTS

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

15.1a Annual Parish Meeting / Parish Reception (Weds 27th March 7pm)

16. CORRESPONDENCE & COMMUNICATIONS

16.1 To consider or note correspondence received since the January 2024 meeting

16.1a Dorothy Parrott Memorial Trust Fund [Email] – information about fund availability

16.1b Resident [Email] – Concern about Green Belt development

16.1c Resident [Email] – Praise for Dunton Green News

16.1d Local Councils Update – March 2024

16.1e Kent Downs National Landscape [Email] – March newsletter

16.1f Kent Wildlife Trust [Email] – Biodiversity Net Gain (BNG) Update

16.1g KALC [Email] – Newsletter March 2024

16.1h Kent Police Sevenoaks Independent Advisory Group (IAG) [Email] – Invitation to meeting 18/04 7pm at SDC's offices

16.1i Clerks & Councils Direct – March 2024 issue

Any correspondence received between 05/03/24 & 12/03/24.

16.2 Dunton Green News (newsletter): to discuss potential article topics and timings for submission of articles by councillors

17. CO-OPTION

To co-opt additional members of the Council if applications have been submitted for the current vacancy (and applicants have attended a meeting).

18. DATE OF NEXT MEETING

18.1 Scheduled: April 9th, 2024 (7.30pm)

19. PUBLIC SESSION

To enable any members of the public present to draw the attention of the Parish Council to any pre-advised matter, at the discretion of the Chairman.

Tracy Godden

Tracy Godden Clerk to Dunton Green Parish Council

Tuesday 5th March 2024

www.duntongreen.pc.org.uk