

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 11th February 2025 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. England, Parker, Copeland, Lockey, Hersey, Gomes-Chodynieski, Forster-Pearce

Apologies: Cllrs. Norton, Carrol, Lapham

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

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 11th January 2025 as a true and accurate record.

ACTION: CLERK

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

Deferred until Cllr. Bayley arrives.

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

The Clerk had attended the SLCC Practitioners' Conference in January. The KALC Weekly Training Bulletin will be forwarded to Councillors.

ACTION: CLERK

5.3 English Devolution White Paper: to note any details of updates, responses and presentations

The Government has now confirmed the six areas to be brought onto the Devolution Priority Programme with Mayors to be elected by May 2026 plus four new devolved institutions created. Kent had widely been expected to be included in the Priority Programme, but this is not the case.

Cllr. Forster-Pearce arrives.

5.4 To consider a recommendation about responding to the 'Strengthening the Standards and Conduct Framework for Local Authorities in England' consultation (deadline 26th Feb 2025)

Recommendations included in a paper prepared by the Clerk included:

- That councillors delegate authority to the clerk to submit a response on behalf of the council.
- That councillors feed any comments to the clerk by 20 February 2025.
- That councillors consider submitting individual responses, to highlight the importance of introducing measures (the Clerk has already submitted a personal response)

It was Resolved that the recommendations be accepted and implemented.

ACTION: ALL/CLERK

5.5 KALC Community Award Scheme 2025: to ratify a decision regarding taking part and confirming the nominee

It was Resolved to Ratify the decision about the scheme and the nominee was agreed. A presentation will be made at the Annual Parish Meeting in March.

ACTION: CLERK

5.6 Cyber Insurance: to ratify the renewal of the Parish Council's policy, as from 6th February

It was Resolved to Ratify the renewal of the Cyber Insurance policy at a cost of £367.36.

5.7 Policies: Review of existing policies

5.7a Health & Safety Policy

Last reviewed in 2023. There were no suggestions for any amendments, and it was Resolved to approve the current version.

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

No meetings attended or scheduled.

07. CLERK'S REPORT

Community Infrastructure Levy (CIL) Board

It was noted that there is to be a meeting of the SDC CIL Board in June 2025. DGPC to determine whether or not there are any projects that might require additional funding and if an application to the Board would be required.

Missing Defibrillator

There is still no news regarding the location of the defibrillator from the shopping parade. After notification from SECamb that it might have been used following a 999 call, the defibrillator was not in its cabinet. Despite social media calls for information and contact with SECamb, there is still no updated. As a temporary measure Sevenoaks First Responders have provided a spare unit. A decision will have to be taken with regard to the purchase of a replacement unit.

Social Club Correspondence

The Clerk has eventually received and paid the invoice for the use of the Social Club's car park as an overflow car park. Confirmation of a proposal regarding the charging for water use at the allotments is still pending.

Dunton Green News - Advertising

A number of advertisers have indicated their intention to continue to advertise in the Parish Council's quarterly newsletter. Advertising revenue is steady from the newsletter.

New Homes (Solar Generation) Bill

A request was sent to Laura Trott MP to support this Bill, on behalf of DGPC.

Parish Council Broadband and Telephone

Heliocentrix are working with Openreach on an installation date for new broadband (4th March, potentially). Once that has been installed the telephone number can be ported to Microsoft Teams. Telephone calls will be made to the existing landline number and there will be a set up whereby bookings enquiries can be made direct to the Booking & Facilities Assistant's mobile number and all other enquiries will come through to the Clerk. This new set up will also be much more cost effective for the Parish Council.

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 (if available)

PC Watson was introduced as the new (additional) Beat Officer for Dunton Green (and all other villages within the patch). Members commented on the excellent quality of the newsletter that he had produced and were encouraged by his enthusiasm.

8.2 DGPC funded Community Activities: to note any updates regarding youth and senior activities and to consider a proposal for youth sessions (mixed sports) in Spring and Summer 2025, including an Easter holiday provision

It was Resolved that a quotation for mini sports sessions (£960 for 12 weeks (Fridays, two sessions each week)) or 4 to 7 year olds be accepted and that a proposal for a two-day sports camp in the Easter holidays also be accepted.

ACTION: CLERK

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 January), 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 31/01/2025

Description	Value £	Value £
Cash in hand 01/04/2024		£212,640.96
ADD Receipts 01/04/2024 – 31/01/2025		£193,731.77
TOTAL		£406,372.73
SUBTRACT		
Payments 01/04/2024 – 31/01/2025		£211,731.48
A: Cash in hand 31/01/2025		£194,641.25
Cash in hand per Bank Statements		
NatWest Reserve 31/01/2025	£60,727.64	
NatWest Current 31/01/2025	£7,506.49	
CCLA Public Sector Deposit 31/12/2024	£86,407.12	
CCLA Local Authorities Property Fund 01/04/2024	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£194,641.25
Less unrepresented cheques		£0.00
TOTAL		£194,641.25
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£194,641.25

9.2 To note that the Internal Audit (Light Touch Regime) for 2024/25 has been booked for Friday 4th April
Noted.

10. ACCOUNTS FOR PAYMENT

10.1 It was Resolved to note expenditure for January and February 2025 to date and to approve items for payment in February. 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 £
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January 2025 Payments (reported at January 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>	463.16	0.00	463.16
BANK TFR	KCC (KCS) - KCC Procurement Services <i>Photocopier leasing</i>	82.52	16.50	99.02
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) <i>Pavilion cleaning, jet washing December 2024</i>	930.39	186.08	1116.47
BANK TFR	SDC <i>Cleaning Rec & Mill Rd/Dog Bin Emptying (Oct-Dec 2024)</i>	425.10	85.02	510.12
BANK TFR	Streetlights <i>Column repair</i>	97.75	19.55	117.30
BANK TFR	Streetlights <i>Column repair</i>	146.25	29.25	175.50
DEBIT CARD	Amazon <i>Pavilion and Office Supplies</i>	76.60	15.35	91.95
DEBIT CARD	Tesco <i>Postage stamps</i>	47.20	0.00	47.20
BANK TFR	SLCC Enterprises Ltd <i>Clerk's Annual Membership Subscription</i>	300.00	0.00	300.00
BANK TFRS	Staff Salaries & Expenses <i>January 2025</i>	3116.19	0.00	3116.19
BANK TFR	rCOH Ltd <i>ONH Planning for Good re Visioning Exercise</i>	4775.00	955.00	5730.00
DD	SAGE UK Ltd <i>Payroll software</i>	10.00	2.00	12.00
DD	Heliocentrix Ltd <i>IT Support</i>	77.00	15.40	92.40
DD	Heliocentrix Ltd <i>Microsoft 365 Licences</i>	89.40	17.88	107.28
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	Hugofox Ltd <i>Website (duntongreenpc.org.uk)</i>	19.99	4.00	23.99
DD	People's Partnership <i>Pension payment January 2025</i>	293.42	0.00	293.42
BANK TFR	KCC Procurement Services <i>Photocopier copy charges</i>	41.79	8.36	50.15
DD	Npower (was E.ON) <i>Unmetered Electricity Supply Dec 2024</i>	87.77	4.39	92.16
DD	Smartest Energy <i>Pavilion Gas Supply Dec 24</i>	913.33	182.67	1096.00
DEBIT CARD	NORTON <i>Anti-virus software</i>	83.32	16.67	99.99
DD	Smartest Energy <i>Pavilion Electricity Supply</i>	724.17	144.83	869.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) <i>Pavilion cleaning, jet washing Jan 2025</i>	978.39	195.68	1174.07
DD	Onecom Ltd <i>Broadband and Telephone at Pavilion</i>	115.18	23.04	138.22
BANK TFR	Arthur J Gallagher <i>Cyber Insurance Renewal</i>	367.36	0.00	367.36

February 2025 Payments to date				
BANK TFR	Dunton Green Social Club Use of DGSC car park as an overflow facility (2025)	1000.00	0.00	1000.00
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
BANK TFR	Cube Plumbing Leak repairs in Pavilion	79.16	15.84	95.00
BANK TFR	SLCC Enterprises Ltd Local Regeneration Handbook	39.00	0.00	39.00
BANK TFRS	Staff Salaries & Expenses February 2025	3515.90	0.00	3515.90
February Payments (expected but unconfirmed/not yet paid as at 11/02/25)				
DD	People's Partnership Pension payment Feb 2025	314.73	0.00	314.73
DD	SAGE UK Ltd Payroll software	10.00	2.00	12.00
DD	Npower (was E.ON) Unmetered Electricity Supply Jan 2025	91.63	4.58	96.21
DD	Heliocentrix Ltd IT Support	77.00	15.40	92.40
DD	Heliocentrix Ltd Microsoft 365 Licences	89.40	17.88	107.28
DD	EE Mobile phone contract	11.12	2.22	13.34
DD	Lebara Mobile phone contract	4.12	0.83	4.95
DD	Hugofox Ltd Website (duntongreenpc.org.uk)	19.99	4.00	23.99

ACTION: CLERK

Cllr. Bayley (SDC) arrives.

The Chairman invited Cllr. Bayley to provide an update.

5.1 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Bayley confirmed that the KCC elections will take place this year. It had been expected that Kent would be included in the Devolution Priority Programme (DPP) and this would have seen cancellation of elections. There are now likely to be issues for Sevenoaks District Council as a result of not being part of the DPP. These include difficulties with budgeting and staff retention (whilst Kent is not going Mayoral and Unitary in this round, it is likely to in a couple of years). Waste collections are having to be brought into line with the rest of Kent following Governmental changes after 31st March requiring authorities to collect glass from the kerbside and for food waste to be kept separate. On a more positive note, the east/west cycle route is almost completed. Planning is a major issue with no Local Plan, devolution coming and a strong presumption in favour of development, it seems increasingly probable that developers will come forward with schemes that SDC will be unable to refuse.

11. DUNTON GREEN FOR THE FUTURE

11.1 ONH Planning for Good Vision Report: to consider the report compiled following the November 2024 workshop session and agree aims & objectives (ahead of a follow up online discussion session 18th February 2025, 7pm)

Further to the January meeting where the consensus was that DGPC should be proactively involved in any discussions and proposals for development in the village, to ensure that the best interests of the community are central and that any development has a positive impact on the village, members considered again section 4

regarding potential options. In summary, the Council considered three questions in Section 4.0 (options) of the Vision Report. The Council agreed again that it should take a role in any future development in Dunton Green and that the Council's land should play a part in this. The informal session planned with ONH Planning for Good is expected to help the Council consolidate ideas and develop a plan for a community/stakeholder engagement process.

ACTION: ALL/CLERK

12. PLANNING

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

12.1a Planning Application 24/03470/DETAIL

Location: DSTL Fort Halstead Crow Drive

Development: Details pursuant to condition 30 (construction traffic management plan) of 19/05000/HYB [19/02/25]

Recommendation: Comments only.

The Parish Council notes that KCC's Highways Team have no concerns about the proposals and that the permitted work times and route do not include traffic movements indicate traffic through Badgers Mount. On this basis no lorries for this development should pass through Dunton Green. The Parish Council has nothing further to add and does not feel qualified to raise objections.

ACTION: CLERK

12.1b Planning Application 24/02271/FUL – AMENDED CONSULTATION INFORMATION ONLY (x 2)

Location: Technical Treatments Ltd Station Works Rye Lane

Development: Alterations to and change of use of existing building for mixed uses comprising auditorium/event space and leisure, educational, community, place of worship, office and coffee shop uses (sui generis use). Including: upgrade of external building elevations (materials, fenestration, and office canopy). Associated parking and landscaping. Cladding to existing UKPN building.

[1 - Indicative operating hours of the proposed site uses]

[2 - Applicants response to Parish Council comments]

Recommendation: No further comments.

12.1c Planning Application 25/00130/FUL

Location: 36 Lennard Road

Development: Conversion of an existing ground floor extension, erection of a first floor extension, front and rear bay window extensions, alterations to fenestration, solar panels, and widening of the existing vehicular access, subdivision of plot and fencing to form a separate dwelling.

(Previous application 24/02714/FUL)

[24/02/25]

Recommendation: No comment.

ACTION: CLERK

12.1d Planning Application 25/00267/HOUSE

Location: 12 The Sidings

Development: Alteration of the fenestration at the rear of the property with new balcony and spiral staircase from first floor.

[26/02/25]

Recommendation: Objection.

The Parish Council supports neighbour concerns that have been raised. This proposal results in a loss of privacy and overlooks neighbouring properties. There is also a potential noise nuisance given that the stairs and balcony proposed are fabricated in metal, making this also look somewhat like a fire escape?

ACTION: CLERK

12.1e Planning Application 25/00359/WTPO

Location: Prices Wood Pounsley Road

Development: 1 x large multi-stemmed willow trees with large cavities at base – re-pollard trees at 4 meters from ground height to encourage smaller tree and reduce risk of future failure.

Information only

Noted.

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

12.2a Planning Application 24/02413/HOUSE

Location: Pounsley House Pounsley Road

Development: Extend roof, insert new dormers, roof lights, and Juliet balcony. Demolish side extension, to be replaced with new single storey, flat roofed, extension with roof lanterns. New rear conservatory to replace existing. Infill extension to rear. Changes to fenestration. Demolish existing garage and laundry building and construct ancillary annexe building. Demolish two outbuildings. Erect two new free-standing car ports.

PLANNING PERMISSION GRANTED

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

12.3a Lennard Road

A new residence has been built to the side of 41 Lennard Road to be known as 41A Lennard Road.

Noted.

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Price's Wood: to note works to deal with fallen trees have been scheduled and to ratify acceptance of the quote for works

It was Resolved to Ratify the decision to undertake urgent works in Price's Wood. Some of the works will be completed w/c 10th February and the remaining works will be scheduled once SDC has approved the works outlined in a WTPO application (Item 12.1e above).

13.2 Fly tipping: to note rising costs of clearance from DGPC land

Incidents of fly tipping are increasing and so are the costs associated with clearance of waste. A recent clearance of a small amount of waste from the recreation ground will be charged at £150 by SDC.

13.3 To consider information regarding workplace recycling guidance

From 31 March 2025 (or 31 March 2027 for micro-firms), all workplaces (businesses and non-domestic premises) in England have a legal duty to separate waste. The Parish Council will need to review what is required for the Pavilion and ensure that any changes are in place for 2027.

ACTION: CLERK

Cllr. Bayley leaves the meeting

14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

14.1 Replacement columns: to note that work to replace a column in Ivy House Lane and one in Pounsley Road is now scheduled for 8th May 2025 (delay due to UKPN administration error)

It had been anticipated that this work would have been scheduled much earlier but there were issues with UK Power Networks. Streetlights will continue to liaise with UKPN and ensure that the work is completed in May.

It was also noted that a light in the station tunnel is damaged. This needs to be reported to Southeastern.

15. EVENTS

15.1 Annual Parish Meeting: Wednesday 26th March 7pm – to consider potential speakers and refreshments

It was suggested that Bob Ogley be approached as a potential guest speaker and the Clerk will make contact. Arrangements will also be made for the buffet and refreshments.

ACTION: CLERK/FE

15.2 To confirm Councillors with responsibility for events organisation and to consider the potential to set up a working party

It was agreed that Cllr. Gomes-Chodynieski would take the lead on events days, Cllr. Copeland would be the technical/audio lead at events and that Cllrs. Parker, Hersey, and Forster-Pearce would be involved in the organisation of events (before the event and on the day). A working party will be set up for informal discussions around arrangements.

ACTION: ALL

16. CORRESPONDENCE & COMMUNICATIONS

16.1 Members considered or noted correspondence received since the January 2025 meeting (not already covered by an agenda item)

16.1a Ron Bailey [Email] – Safety of lithium-ion batteries campaign

16.1b Sevenoaks Samaritans [Email] – Bi-Annual supporters' update

16.1c Sevenoaks District Seniors Action Forum [Email] – Press release re Government housing targets

16.1d NALC [Email]– Events newsletter

16.1e Resident [Email] – Concerns about increase in dog fouling in the village

Information will be included in the next newsletter.

16.1f SDC [Email] – Invitation to attend Fly the Flag Commonwealth Day Monday 10th March

16.1g NSALG Ltd – Allotments magazine

16.2 Dunton Green News (newsletter): to note progress of Spring 2025 edition and review a proposed articles timetable

The next edition is being put together and will be sent to the printer w/c 17th February. An articles timetable was not available for this meeting but will be ready for the March meeting.

ACTION: CLERK

17. CO-OPTION

No applications for consideration.

18. DATE OF NEXT MEETING

18.1 Scheduled: 11th March 2025 (7.30pm) – Full Council

19. PUBLIC SESSION

None.

The meeting closed at 9.07pm.

Chairman _____

Date _____