



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 12th April 2022 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. England, Copeland, Hersey, Parker, Lapham, Norton, Lockey

Apologies (accepted): Cllrs. Carrol, Gomes-Chodynieceki

Apologies (noted): Wendy Jackson (Bookings & Facilities Assistant)

In attendance: Tracy Godden (Clerk)

It was agreed that there would be a review of acceptable reasons for absence of councillors from meetings (in line with guidance) and a draft absence policy for consideration at the May meeting.

ACTION: CLERK

02. MINUTES OF THE COUNCIL

The minutes of the meeting held on Tuesday 8th March 2022 were approved as a true record.

Proposed – Cllr. Lockey, Seconded – Cllr. Norton 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 Training (Cllr & Staff): to note training undertaken, booked and available

It was noted that Cllr. Parker had completed a Bitesize Training course on Understanding Precepts. It has been short and informative and was recommended. There had been no certification on completion of the course, something which the Clerk would feedback to KALC as being a potential improvement.

ACTION: CLERK

4.3 To note the government response to the Committee for Standards in Public Life review and to consider writing to the local MP to request support for an early day motion (EDM) calling for effective sanctions

Information regarding the detail of the response and the EDM had been sent to members with the agenda, for consideration. It was Proposed – Cllr. Norton, Seconded – Cllr. Lapham and Agreed that a letter from the Parish Council should be sent to Laura Trott MP calling on her to support the EDM.

ACTION: CLERK

The Clerk was asked to forward the template letter for individuals to members, so that they might also contact Laura Trott MP direct and that information about this be placed on the Parish Council's website.

ACTION: CLERK

4.4 Proposed Restructure of Sir Thomas Smythe's Charity – to note

It was noted that The Skinner's Company wishes to amalgamate several of its small charitable foundations, so that

they might be more effective. It was noted that if the proposal is agreed (it is yet to be approved by the Charities Commission), it would mean that the Parish Council would no longer have to nominate a Trustee for the village. It was unclear what, if any, relationship would then exist between the Parish Council and any new Charitable Fund.

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

None.

It was noted that there had still been no meeting of the Village Hall Management Committee and Cllr. Copeland, as DGPC's representative, was asked to try to call a meeting so that there might be an update on any progress being made on recruiting new volunteers and members for the Committee.

ACTION: JC

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

The Clerk updated members in relation to the following:

- Pounsley Road Car Park Area: the letter that had been sent to residents explaining the Parish Council's position and its reassurance that the area would continue to be available for parking was shared with members. It was noted that there had been no responses to that letter to date
- A25 Speed Camera Trial (Brasted): there had apparently been 'chatter' on social media about this trial and questions regarding having something similar in Dunton Green. KCC has indicated (in a very thorough email) the reasons why this will not be considered for Dunton Green any time soon. It was also noted that the PCSO had reported at the Annual Parish Meeting that the wider community in Brasted had been working very hard over a period of several years, with a very active Community Speedwatch Scheme and a similar level of commitment would be needed in Dunton Green if there was to be any chance of Dunton Green being considered for any future trials.
- Price's Wood: it was noted that Clancy had completed works on behalf of South East Water in relation to a water leak near the steps on the footpath next to the Wildlife Reserve. Access via Price's Wood had been provided by DGPC.
- Station tunnel/culvert: Permission had been granted to Ground Control (working on behalf of Network Rail) to cross DGPC's land to complete some exploratory works in relation to the culvert, assessing with cameras whether there is a blockage (which then results in the flooding that is often apparent over the winter months in that area). This work might be possible without additional machinery.
- Longford Meadow name change feedback: There had been a very low number of responses, but the consensus was that the historical link to Longford should be kept, rather changing the name for the Queen's Platinum Jubilee. Members agreed. It was also suggested that the small open space on Mill Road (which doesn't have a proper name) could be named 'Longford Spinney' and members thought that this a good idea.

07. COMMUNITY DEVELOPMENT & SAFETY

7.1 Anti-Social Behaviour – to note any issues brought to the attention of the Parish Council

The Clerk confirmed that the PCSO has visited the office on several occasions over the last month, most recently with posters and notices to be put up regarding nuisance bikes. A Section 59 notice had been served on a nuisance biker (who had been using the fields on the west of the village, accessed via Hillfield Place). The Police are following up on leads in relation to drug dealing (in a similar area). The PCSO had attended the Annual Parish Meeting, talking to those in attendance and making contacts with Age UK, so that she can attend one of their sessions in the village and update older residents.

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

It was noted that Community Basketball sessions had started but that the planned start of the Mini Tennis sessions had now been twice delayed (once due to the coach having Covid and then due to those who had signed up being ill or on holiday). The Clerk will update social media again to ensure that information is being shared.

ACTION: CLERK

08. FINANCE

8.1 Bank Reconciliation

A bank reconciliation (to 31st March 2022 – end of the financial year) was presented by the Clerk, and it was Resolved that it be accepted that it be accepted.

There will now be a change to verifying all the bank balances stated on the reconciliations against the bank / investment statements. This will now be completed at meetings, by varying councillors, in conjunction with verifying that invoices are available for all debit items listed in the statements. Cllr. Lockey will verify the details for March 2022.

ACTION: CLERK

ACTION: PL

BANK RECONCILIATION TO END 31/03/2022

Description	Value £	Value £
Cash in hand 01/04/2021		£162,561.86
ADD Receipts 01/04/2021 – 3/03/2022		£189,825.93
TOTAL		£352,387.79
SUBTRACT		
Payments 01/04/2021 – 31/03/2022		£230,627.82
A: Cash in hand 31/03/2021		£121,759.97
Cash in hand per Bank Statements		
NatWest Reserve 31/03/2022	£38,878.99	
NatWest Current 31/03/2022	£2,649.26	
CCLA Public Sector Deposit 31/03/2022	£40,231.72	
CCLA Local Authorities Property Fund 31/03/2022	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£121,759.97
Less unrepresented cheques		£0.00
TOTAL		£121,759.97
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£121,759.97

8.2 The Annual Return for the Financial Year 2021-22 has been completed in conjunction with the Final Year Internal Audit. The Council is requested to approve:

8.2a Section 1 Annual Governance Statement

It was Proposed – Cllr .Parker, Seconded – Cllr . Norton and Agreed that having responded appropriately to each of the statements contained within Section 1 of the Annual Return, the Annual Governance Statement be approved and signed by the Chairman and the Clerk.

8.2b Section 2 Accounting Statement

It was Proposed – Cllr. Lockey, Seconded – Cllr. Copeland and Agreed that the Accounting Statement for 2021-22 (already signed off by the Clerk in accordance with the regulations for the Annual Return) be approved & signed by the Chairman.

All documentation required by PKF Littlejohn (the External Auditors) in support of the AGAR 2021-22 (including, but not limited to, explanations of significant variances and a bank reconciliation) would be prepared and sent as soon as practicable.

ACTION: CLERK

8.3 Internal Audit 2021-22

The Annual Internal Audit Report (AIAR) for 2021-22 had been completed by the Internal Auditor, Lionel Robbins, when the audit was completed on site at the Parish Office on 6th April 2022.

Members also considered the report of the Internal Auditor following the year-end audit 2021-22 and it was Proposed - Cllr. Lockey, Seconded - Cllr. Parker and Agreed that the reports be accepted.

There were no issues raised in the Annual Internal Audit Report (AIAR).

The Internal Auditor's report to the Parish Council had drawn the Council's attention to the fact that the Chairman's Allowance is potentially subject to tax and suggested that a basic allowance scheme, in view of the allowance paid to the chair, could be considered. It was Proposed – Cllr. Lockey, Seconded – Cllr. Norton and Agreed that there would be no change to the current Chairman's Allowance, noting that any taxation issues would be for the recipient to manage.

It was also noted from that report that whilst bank reconciliations are completed monthly, reviewed by the Council, and signed off by the chair and is good practice, it would be preferable for the counter signatory to be a member other than the chair. A change has been adopted with effect from this meeting (as noted in Item 8.1 above).

It was also noted that the Council accounts for VAT on its pavilion hire income. When making claims for recovery of VAT incurred, the VAT on hire fees is offset producing a net effect. The Council could take advantage of the "de minimis" limit of £7,500 that HMRC allows for exempt business activities by treating hire fees as non-VAT. In which case the reclaim for VAT incurred no longer has the offset for VAT on hire fees. As long as the total income from business activities is less than £45,000 annually (i.e., associated VAT is less than £7,500) the Council may treat its business activities as being VAT exempt in this way. Beyond the £45k threshold the Council would revert to the system it currently operates. The Clerk indicated that to be confident that this is the correct process for DGPC she would seek further guidance from KALC and SLCC on this matter, as the Council had opted to tax the Pavilion when it was constructed (in order to be able to reclaim VAT accrued on construction).

ACTION: CLERK

8.4 To reappoint the internal auditor for 2022-23

It was Proposed – Cllr. Lapham, Seconded – Cllr. Hersey and Agreed that Lionel Robbins be reappointed as the Council's internal auditor for 2022-23.

ACTION: CLERK

09. ACCOUNTS FOR PAYMENT

9.1 List of payments for approval

It was Proposed – Cllr. Norton, 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 £
March Payments (reported at March meeting in italics)				
BANK TFR	<i>Getting IT Working New hard drive for serve</i>	<i>80.00</i>	<i>0.00</i>	<i>80.00</i>
BANK TFR	<i>Getting IT Working IT Support Feb 2022</i>	<i>150.00</i>	<i>0.00</i>	<i>150.00</i>
BANK TFR	<i>Surrey Hills Solicitors LLP Professional charges (advice re Price's Wood car park area)</i>	<i>584.00</i>	<i>115.00</i>	<i>699.00</i>
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>12.64</i>	<i>0.00</i>	<i>12.64</i>
DD	<i>TV Licensing Annual TV Licence for DG Pavilion</i>	<i>159.00</i>	<i>0.00</i>	<i>159.00</i>
DEBIT CARD	<i>Able Electrical Services Ltd Reset of power to kitchen roller shutter</i>	<i>37.50</i>	<i>7.50</i>	<i>45.00</i>
BANK TFRS	<i>Staff Salaries & Expenses March 2022 (including back pay)</i>	<i>3140.32</i>	<i>0.00</i>	<i>3140.32</i>
DD	<i>B&CE HSM Ltd (The People's Pension)</i>	<i>325.01</i>	<i>0.00</i>	<i>325.01</i>
DD	<i>SAGE UK Ltd Payroll software</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
DD	<i>Virgin Mobile Phone monthly contract</i>	<i>7.00</i>	<i>1.40</i>	<i>8.40</i>
DD	<i>British Gas Pavilion Gas Jan – Feb 22</i>	<i>321.05</i>	<i>64.21</i>	<i>385.26</i>

DD	<i>E.On Next Pavilion Electricity Feb 2022</i>	404.45	80.89	485.34
DEBIT CARD	The Flag Shop Ltd Union Jack Flags (for stock) and Jubilee bunting			236.84
BANK TFR	KALC (Eventbrite) Cllr Training (Precepts Bitesize Course)	14.00	2.80	16.80
BANK TFR	KALC (Eventbrite) Cllr Training (Planning Bitesize Course)	14.00	2.80	16.80
BANK TFR	The Play Inspection Company H&S quarterly inspection (play equipment)	55.00	11.00	66.00
BANK TFR	HMRC Qtr 4 PAYE Tax & NI payment for 2021/22	3115.32	0.00	3115.32
DD	EE Mobile phone contract	8.26	1.65	9.91
BANK TFR	Clerk Expenses Postage	85.32	0.00	85.32
BANK TFR	SDC Freighter Hire (12/03/22)	121.74	24.35	146.09
DD	Onecom Ltd Broadband & Telephone Feb/Mar 22	69.73	13.95	83.68
DD	Shred Station Confidential Waste Collection (February)	35.00	7.00	42.00
BANK TFR	Stellar Building & Maintenance Installation of 10 new items (bins, benches, tables), including concrete, fixing chains, bolts	1209.00	241.80	1450.80
DEBIT CARD	Able Electrical Ltd Emergency Lighting Test	135.00	27.00	162.00
BANK TFR	Sally Jolly Printing of Spring 2022 Edition DG News	927.55	0.00	927.55
DEBIT CARD	Tesco APM Refreshments (Soft Drinks)	11.70	0.00	11.70
April Payments to date				
BANK TFR	Gardens of England Grounds Maintenance March 2022	2819.00	0.00	2819.00
BANK TFR	Surrey Hills Solicitors LLP Professional charges (draft Licence to Occupy (if required) re Price's Wood car park area)	325.00	65.00	390.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	12.64	0.00	12.64
DEBIT CARD	Amazon Cleaning cloth (disposable) for Pavilion kitchen	5.00	1.00	6.00
BANK TFR	Koolplay Ltd Heras Fencing charges (15/12/21 to 24/03/22)	410.40	82.08	492.48
BANK TFR	Diane Carey APM 2022 Refreshments (Buffet)	250.00	0.00	250.00
BANK TFR	SDC Dog bin & litter bin emptying and litter pick (Recreation Ground & Mill Road) 01-03/22	127.40	25.48	152.88
BANK TFRS	Staff Salaries & Expenses April 2022	3081.71	0.00	3081.71
BANK TFR	Mr P Lockey Reimbursement of refreshment expenses for Fireworks event 2021	294.83	27.59	322.42
BANK TFR	Mrs F England Reimbursement of refreshment expenses for APM 2022	59.07	11.82	70.89
DD	Virgin Mobile Phone monthly contract	7.00	1.40	8.40
April Payments (expected but unconfirmed/not yet paid as at 11/04/22)				

DD	E.On / NPower Unmetered Supply Jan 2022	89.85	4.49	94.34
DD	E.On / NPower Unmetered Supply Feb 2022	77.73	3.89	81.62
DD	E.On / NPower Unmetered Supply Mar 2022	83.30	4.16	87.46
BANK TFR	Scribe (Starboard Systems Ltd) Annual accounts software licence (from 01/06)	468.00	93.60	561.60
DD	B&CE HSM Ltd (The People's Pension)	292.62	0.00	292.62
DD	Shred Station Confidential Waste Collection (March)	35.00	7.00	42.00
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing March 2022			
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing April 2022			
DD	SAGE UK Ltd Payroll software	7.00	1.40	8.40
DD	British Gas Pavilion Gas Feb – Mar 22			
DD	E.On Next Pavilion Electricity Mar 2022			
DD	EE Mobile phone contract			
BANK TFR	Getting IT Working IT Support Mar 2022	150.00	0.00	150.00
DD	Onecom Ltd Broadband & Telephone Mar/Apr 22			

ACTION: CLERK**9.2 To approve list of regular payments for 2022-23**

The Clerk presented members with a comprehensive list of regular payments. It was Proposed – Cllr. Lockey, Seconded – Cllr. Copeland and Agreed that the list be approved so that payments can be processed in a timely manner through the year.

Supplier	Service	Transaction type	Frequency
Onecom Ltd	Broadband & Landline Telephone	Direct Debit	Monthly
Shred Station	Confidential Wastepaper Disposal	Direct Debit	Monthly
EE Limited	Mobile Phone Contract	Direct Debit	Monthly
E.On	Unmetered supply (streetlights)	Direct Debit	Monthly
Sage Software	Payroll software	Direct Debit	Monthly
Virgin Mobile	Mobile Phone Contract	Direct Debit	Monthly
B&CE Holdings Ltd	Pension Payment	Direct Debit	Monthly
British Gas	Pavilion Gas	Direct Debit	Monthly
E.On	Pavilion Electricity	Direct Debit	Monthly
TV Licencing	TV Licence	Direct Debit	Annual
123-Reg	Email inboxes/webmail/domain name	Direct Debit	Annual
ICO (Information Commissioners Office)	Registration certificate	Direct Debit	Annual
Action with Communities in Rural Kent	Membership subscription	Bank Transfer	Annual
Bibby Factors North West Ltd	Pavilion Cleaning/Window Cleaning/ Jet Washing	Bank Transfer	Monthly
Came & Company	Parish Council Insurance	Bank Transfer	Annual
Came & Company	Parish Council Cyber Insurance	Bank Transfer	Annual
Castle Water Ltd	Pavilion Water	Bank Transfer	Quarterly
Chris Knott Insurance Ltd	Allotment Public Liability Insurance	Bank Transfer	Annual

CJS Plants Ltd	Hanging Baskets	Bank Transfer	Annual
Communicorp	Membership subscription	Bank Transfer	Annual
CPRE	Membership subscription	Bank Transfer	Annual
Cube Plumbing	Pavilion Maintenance (Heating/Boiler)	Bank Transfer	Annual
Gardens of England	Grounds Maintenance	Bank Transfer	Monthly
Getting IT Working	IT support	Bank Transfer	Monthly
KALC	Membership subscription	Bank Transfer	Annual
Kent County Playing Fields Association	Membership subscription	Bank Transfer	Annual
KCC	Photocopier Leasing	Bank Transfer	Quarterly
Clerk	Staff Salaries	Bank Transfer	Monthly
Employees	Staff Salaries	Bank Transfer	Monthly
NALC	Subscription	Bank Transfer	Annual
NSALG Ltd	Allotment Association membership	Bank Transfer	Annual
PAYE Cumbernauld (HMRC)	PAYE Tax & NI	Bank Transfer	Quarterly
PKF Littlejohn	External Audit	Bank Transfer	Annual
Play Inspection Company Ltd	Annual & Operational H&S inspections of play equipment	Bank Transfer	Quarterly
Sally Jolly	Newsletter Printing	Bank Transfer	Quarterly
Scribe Accounts	Accounts software Licence	Bank Transfer	Annual
SDC	Cleaning Mill Rd & Rec (bins and litter) / dog bin emptying	Bank Transfer	Quarterly
SLCC	Clerk's membership subscription	Bank Transfer	Annual
SLCC Enterprises Ltd	Clerk's training	Bank Transfer	Variable
Spy Alarms Ltd	Intruder Alarm Maintenance Contract	Bank Transfer	Annual
Spy Alarms Ltd	Fire Alarm Maintenance Contract	Bank Transfer	Bi-annual
Spy Alarms Ltd	CCTV Maintenance Contract	Bank Transfer	Annual
Streetlights	Street light Maintenance Contract	Bank Transfer	Bi-annual
TWFP Ltd	Fire Extinguisher Maintenance	Bank Transfer	Annual
Able Electrical Ltd	Electrical & Floodlight Maintenance	Bank Transfer	Variable
Apex Air Conditioning Ltd	Ventilation System Maintenance	Bank Transfer	Variable
Stellar Building and Maintenance Ltd	Other Ground] Maintenance	Bank Transfer	Variable
Safe Play Ltd	Playground Equipment Maintenance	Bank Transfer	Variable

ACTION: CLERK

10. PLANNING

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

10.1a Planning Application 22/00435/FUL

Location: Rear of 20 London Road

Development: Demolition of existing outbuildings and construction of a 3-storey building to form 3 flats with associated landscaping, parking and vehicular access.

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

It is noted that this application is now for three flats, the last application for this site (19/02244/FUL) was for 2 flats with 5 no. parking spaces and was a much more appropriate development for the size of the site. The Parish Council supported that application because it was reasonable for the site. DGPC now has concerns about the lack of parking associated with this new application, which has not been increased versus the previous application for which there is already planning permission. Realistically, there needs to be a minimum of at least 1 parking space per bedroom; Pounsley Road is a narrow road (especially in the proximity of this site), the junction with London Road is hazardous at best now and there is already little or no on road parking in the area (and what there is, is already exceeded by demand). To permit only 5 spaces for a three dwelling development will immediately adversely affect all properties in the area of Pounsley Road and Darenth Lane. This new application is an over intensification of the site with little or

no regard to the constraints of the area. Information pertaining to previous application objections will be included within the response.

ACTION: CLERK

10.1b Planning Application 22/00544/FUL

Location: 1 & 2 Meadow View London Road

Development: Construction of a new vehicular crossover and vehicle turning/parking area.

Recommendation: Support. Proposed – Cllr. Norton, Seconded - Cllr. Lapham and Agreed

10.1c Planning Application 22/00781/FUL Adjoining Parish Consultation

Location: Unit E Ryedale Court Riverhead

Development: Demolition of an existing office Block E and proposed development of 29 new build residential apartments, with associated under-croft and surface parking, cycle park facilities, bin storage & landscaping.

Recommendation: Objection

It was Resolved that there are concerns from DGPC about this proposal. The site is a flood plain and measures should be taken by any developer to mitigate all potential issues that arise from this being a site at risk of flood. The proposed scale of development is an over intensification of the site. Proposed parking provision is inadequate. Parking locally is already an issue. From experience, this has been exacerbated by the woefully inadequate levels of parking provision in Dunton Green on the Ryewood development. Any overspill from Ryedale Court is likely to spread not only into Riverhead but into Dunton Green, a prospect that is of great concern to Dunton Green Parish Council. A minimum of one parking space per bedroom should be the minimum permitted. Any visitor parking allocation that might be included in any calculations of parking provision will not be used as such and will be a constant source of upset for those who live there (as is the experience at Ryewood in Dunton Green). DGPC also supports any comments made by Riverhead Parish Council.

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

10.2a Planning Application 22/800263/HOUSE

Location: 18 Station Road

Development: Formation of a vehicle access

GRANT OF PLANNING PERMISSION: Subject to conditions

10.3 Developments at 136 London Road – for information

It was noted that there have been some issues with works inside the property adversely affecting the residents of the adjoining property (to the extent that interior walls inside the neighbouring property have been damaged). Planning enforcement and Building Control have been notified that work is going ahead despite there being no planning decision to date. The developer and their representatives continue to be uncooperative in terms; no notice of works is given, no timeframe for completion of works and they continue to park in the access road to the recreation ground car park when on site, which impacts many users of those facilities.

Cllr. Norton leaves.

11. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

11.1 Grounds Maintenance

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

To include Recreation Ground and blocking of unofficial access points around perimeter; extension of path area into MUGA; various quotations for works (maintenance)

- Recreation Ground and blocking of unofficial access points around perimeter: the Clerk had spoken with the Grounds Maintenance team about this. There may be some opportunity to use branches and hedgerow cuttings to create a barrier, but it is likely that there will be insufficient material to make a real difference. This area at the far end of the recreation is proving to be an 'escape route' for people when there is a Police presence. This will be monitored, and members were asked to go to site and assess what they feel might be an appropriate means of creating a proper boundary.

ACTION: ALL / CLERK

- Extension of path area into MUGA: the proposal is that an area that was grass but is now bare soil because it has been worn away be amalgamated into the path into the MUGA. A quotation for the same material as the exiting path has been received and it is in the order £2000. Alternative quotations will be sought, including ones for a tarmac finish.

ACTION: ALL / CLERK

- It as noted that rubber self-healing pinboard has been ordered for installation at the village green noticeboard, that new edging will be installed on the flower beds around the village and that 'Happy to Chat Bench' plaques have been ordered now that a design has been agreed. These will be installed on benches around the village.

ACTION: CLERK

- A request was made for possible edging around the small children's play area to be considered. There was some discussion around this and it was agreed that a proposal should be brought to the May meeting for members to consider.

ACTION: CLERK

11.2 Projects - Updates regarding:

11.2a Climbing Rox

It was noted that the project had now been completed and that the Climbing Rox were available for all to use. One development is the creation of wider mown area to improve facility for users. This will be a section of the more unkempt area from where the new trees are planted up to and including the area around the Climbing Rox. This has been necessary to try to combat the issue of dog fouling in the area. Longford Meadow has been used by dog walkers for a long time and, despite the fact that there are plenty of bins available, some people think it acceptable not to clean up after their dogs. If the grass can be kept lower, it is hoped this will encourage people to pick up, but it will also make it more obvious to users of the facilities and easier to avoid.

11.2b Footpath SR102 registration of section to station and recreation ground access road

There has been some completion of evidence statements and the Clerk will get an application submitted and the solicitor will write to landowners to inform them that an application has been made. Additional statements and supporting evidence can be added when available. It was noted that KCC currently has a four-and-a-half-year backlog of applications.

ACTION: CLERK

11.2c CCTV for MUGA & Tennis Court

A surveyor has now revisited the site but there is still no solution, despite the original works proposal having been reported by their own engineer as an issue at the end of January. The Clerk will continue to chase.

ACTION: CLERK

11.2d KCC verge opposite The Miners Arms: to consider a proposal for planting (from resident)

The Clerk has arranged a meeting with KCC Soft Landscaping to establish what, if anything, might be permitted in terms of planting (this being KLCC land, not DGPC). This item is to be added to the May agenda, so that members can discuss further.

ACTION: CLERK

11.3 Pavilion

11.3a Update regarding cleaning of Pavilion

There have been issues over quite an extended period with the standard of cleaning at the Pavilion. This came to a head when it was discovered that over a period of six weeks, there was a shortfall in the time spent at the Pavilion of almost 19 hours (7.5 hours cleaning is expected per week). A new cleaner is to be engaged. The Bookings & Facilities Assistant will monitor cleaning moving forward and will continue to liaise with the supervisor (a new person having been appointed).

ACTION: BFA

11.4 Recreation Ground

11.4a Outside Space Hire: to consider and agree pricing structure for hirers and assess types of hire

The Chairman advised that following the pandemic and the impact on DGPC's income (pavilion hire having not returned to its pre-lockdown levels), it was necessary to review all potential income sources. One area that has been neglected in terms of there being a regularised schedule of charges is outside space hire. The Bookings & Facilities Assistant (BFA) had prepared a background document for members to consider although it was acknowledged that there were complicating factors (such as impact on Pavilion users and alarm setting of access to toilet facilities; limited storage facilities) and several different hire scenarios. It was agreed that local scales of charges should be established, and the Clerk would liaise with other Clerks to establish what facilities they have and what charges are applicable. A proposal would then be brought back to the Council for consideration at the May meeting.

ACTION: CLERK & BFA

12. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

12.1 Parish Speed Indicator Device (SID) Scheme: update

Further to the March meeting, there has been even more feedback and c.50 messages of support for the scheme have now been received. The Clerk will follow up with KCC.

It was noted that there has been some chatter on social media about an average speed camera trial on the A25 in Brasted. The PCSO had spoken about this at the APM, indicating that years of hard work and a very active Community Speedwatch group had helped evidence the issues. A resident had also contacted KCC and had been supplied with a comprehensive response with regard to why such a scheme would not be implemented in Dunton Green any time soon.

ACTION: CLERK

12.2 Bollard at junction of London Road and access road to Recreation Ground

The Clerk confirmed that she had reported damage to one of the bollards on the pavement on London Road. It looked as if a vehicle had reversed from the access road out onto London Road and had hit the bollard in the process.

13. COMMUNICATION

13.1 Newsletter: to note copy deadline 1st May

Summer edition copy deadline is 1st May. The Clerk asked members to provide articles and would follow up on a potential lead for the 'Celebrating Local Talent' series.

ACTION: CLERK

ACTION: ALL

13.2 Social media

It was noted that there has been comment from one or two individuals that DGPC ought to use its Facebook page for more engagement. The Clerk indicated that there is insufficient resource to use the Facebook page as anything more than an information sharing forum. And given the analytics available for material that is already posted on Facebook, it remains debateable as to how effective it is as a communication tool.

It was noted from a few comments on Facebook that some people choose not to read the newsletter but then complain that they are not kept informed. There seems little that the Parish Council can do about that. It will continue to produce the newsletter as it meets the needs of those who do not engage with social media and will continue to post as much as possible on its website and Facebook page. Noticeboards are also used to communicate with the community.

ACTION: CLERK / BFA

14. EVENTS

14.1 DGPC Events: feedback/updates where available

14.1a Annual Parish Meeting

The Chairman commented on what a very positive evening this had been, with attendance from many volunteers who help run services that are very much welcomed by locals. Approximately 30-35 people had attended.

14.1b Litter Pick [Great British Spring Clean 2022]

Even though littering is one of the areas that people complain about most, this had not been a well-attended event (less than 10 people in total). Those who had litter picked commented on what little litter there had been to collect, possibly a reflection of the fact that several people in the village litter pick regularly when out on walks and this was having a positive impact. For now, another session would not be planned.

14.1c Christmas 2022 – lighting suggestion for consideration

The Clerk informed members that the Parish Council's electrical contractors are responsible for lighting arrangements in another parish, where lights are put up permanently in trees and then the contractors maintain them and switch them on for Christmas and any other event that is required. The Clerk suggested that this might be worth investigating for trees on the village green although a power source would need to be identified. The Clerk was reminded that the lighting columns on the London Road slip road are DGPC columns and so it might be possible to use these. The Clerk would follow up with the electrical contractor to establish what might be possible and would speak with SDC who maintain the trees. If this was to be progressed, a consultation with residents on the slip road would be necessary.

ACTION: CLERK

14.2 Other Events

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

Noted.

15. CORRESPONDENCE

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

The following correspondence items were noted:

Dunton Green Primary School – Letter of thanks for donation for classroom refurbishments

Local Councils Update - April 2022

Resident - Complaint about bench and litter bin on small open space in Mill Road*

Resident - Complaint about litter bin on small open space in Mill Road*

Tarmac - Letter re Sevenoaks Quarry Site

KCC– London Road surface improvement works

South East Water – 25 Year Environment Plan Consultation Closes 30/04/22

SDC - Sevenoaks Urban Area Local cycling & Walking Infrastructure Plan (LCWIP)

KCC - Plan Tree Consultation Closes 02/05/22

CPRE - Kent Countryside Voice Spring/Summer 2022

Field in Trust – HRH The Duke of Edinburgh legacy appeal

NALC – Smaller councils: what services could NALC offer to meet the needs of smaller councils (deemed to be those with an electorate of below 6000)

* Members considered the correspondence from two residents in relation to the installation of a bench and new litter bin at the small open space on Mill Road.

Members did not feel a consultation was necessary for such a small-scale installation, nor believe that provision of a bench would necessarily attract anti-social behaviour. This was not a reason to not provide facilities that would be of benefit to the wider community and the comments about the litter bin being unsightly were in stark contrast to complaints about litter generally in the village.

The Parish Council will, however, keep a watching brief and monitor the situation, with the caveat that a singular incident of ASB will not necessarily be the catalyst for moving the bench.

The provision of 'Happy to Chat' benches around the village is part of the Parish Council's effort to help minimise isolation and depression in the village, the effects of which were brought very much to the fore through the pandemic and follows a growing trend nationally for such seating to be provided.

16. DATE OF NEXT MEETING

16.1 Scheduled: May 10th, 2022 (7.30pm) – Dunton Green Pavilion

17. PUBLIC SESSION

None.

The meeting closed at 10.00pm.