



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 10th December 2024 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. Parker, Hersey, Copeland, Forster-Pearce, Carroll, Norton

Apologies: Cllrs. England, Gomes-Chodynieceki, Lockey, Lapham, Bayley (SDC),

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

In the absence of the Parish Council Chair and Vice Chair, Cllr. Parker chaired the meeting.

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 12th November 2024 as a true and accurate record.

To approve the minutes of the meeting of the Finance & General Purposes Committee held on Tuesday 3rd December 2024 and, if in order, to sign as a true and accurate record. There was only one member of the F&GP Committee in attendance and so the Clerk indicated that this item would be included on the January agenda so that more members of the Committee are available to confirm the accuracy of the minutes.

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

Cllr. Clack updated DGPC on three areas:

1. 'The BIG waste conversation' consultation. After 31/03/2026 all district/borough councils will have to provide kerbside glass collection and a separate food waste collection. Sevenoaks District Council is asking residents for their views about what they want in terms of collections. SDC currently collects both recyclable and non-recyclable weekly. Other areas tend to collect recycling one week and non-recycling the next. The consultation is advertised in InShape magazine and on SDC's website. Changes will need to be implemented in time for 01/04/2026.

Cllr. Norton arrives.

2. A White Paper is anticipated w/c 16th December regarding local authority reorganisation. The expectation is that for Kent this reorganisation will comprise of the abolition of Kent County Council and all district/borough councils and that these will be replaced by three new unitary authorities (Medway already being a unitary authority). Town and Parish Councils will continue to be the grassroots level of government. At this stage it seems that there will be no choice, and this will be done. Speculation is that there will be several tranches of implementation of such changes. If Kent was in the first tranche, the speculation is that KCC's 2025 elections would be pushed back, district councils will not have elections in 2027 because the new unitary authorities could be implemented as soon as 2026.

3. Local Government Boundary Commission Review of the Sevenoaks District Council wards. As previously reported, the number of SDC councillors is to reduce to 46. The Governance Committee at SDC has made some suggestion regarding the ward boundaries that would meet the ward requirements (which include c.2100 +/- 10% electors per ward councillor and community identities). The map outlines carve up Dunton Green as far as SDC is concerned. The area north of the motorway would become part of a Knockholt/Halstead ward and even an area to the west of London Road would become part of the Chevening ward. The rest of Dunton Green would be tied in with a lot (but not all) of Riverhead. This could ultimately lead to the Parish Council having to liaise with multiple SDC councillors (2 for the Dunton Green/Riverhead ward, 3 for the Halstead/Knockholt etc ward, 2/3 for the Chevening ward)? The Parish Council will submit its comments and views to the consultation. The whole exercise could, however, be entirely academic if the White Paper proposals come to fruition.

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

The Clerk had attended the KCC (Highways) Parish Seminar and a KALC online Rights of Way Conference. Councillors had not attended training.

5.3 Allotment Insurance Renewal: to consider the renewal quote for public liability insurance for DGPC allotment plots

It was Resolved that the renewal quotation of £92.80 for the Council's allotment insurance be accepted.

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 had attended the KALC AGM conference. He confirmed that there had been discussion of the anticipated White Paper.

07. CLERK'S REPORT

Damaged Bollard – Recreation Ground Car Park

One of the blue cast iron bollards had been knocked down the day before the meeting. The Clerk had arranged for this to be repaired, along with the reinstatement of the yellow metal post for the car park barrier. The total cost will be £396 plus VAT and will be completed 12th December. The person that had knocked the bollard over had been in touch to arrange settlement. It was agreed that the Parish Council should ask for a contribution of £200 towards the cost.

ACTION: CLERK

Proxy voting/remote meetings

There is a consultation on this and the Clerk will include on the January agenda.

ACTION: CLERK

[Post meeting note: this consultation ends 19th December. The Clerk will submit a response for DGPC and will forward a link to the consultation so that councillors may respond direct as well.]

Technical Treatments – planning application

It was noted that Cllr. Clack had raised concerns with Planning Officers regarding the application and had supported the concerns of the Parish Council.

Housing Needs Survey 2024

The results of the survey had been sent to the Clerk. There will be an item on the January agenda so that the results can be discussed.

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 Police newsletter was noted. Cllr. Carroll confirmed that he would be following up with Kent Police regarding the ASB at the station in the autumn.

ACTION: AC

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

It was noted that the January Age UK sessions will both be one week later than usual (because the first Wednesday of the month is 1st January and so the New Year bank holiday).

Cllr. Clack leaves the meeting.

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 (30th November), 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 31/11/2024

Description	Value £	Value £
Cash in hand 01/04/2024		£212,640.96
ADD Receipts 01/04/2024 – 30/11/2024		£185,022.96
TOTAL		£397,663.92
SUBTRACT		
Payments 01/04/2024 – 30/11/2024		£170,000.72
A: Cash in hand 30/11/2024		£227,663.20
Cash in hand per Bank Statements		
NatWest Reserve 30/11/2024	£90,558.00	
NatWest Current 30/11/2024	£11,037.82	
CCLA Public Sector Deposit 30/11/2024	£86,067.38	
CCLA Local Authorities Property Fund 01/04/2024	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£227,663.20
Less unpresented cheques		£0.00
TOTAL		£227,663.20
Plus unpresented receipts		£0.00
B: Adjusted Bank Balance		£227,663.20

9.2 Budget 2025-26: to consider a Budget recommendation from the Finance & General Purposes Committee and to consider a proposal regarding staff pay scale points and pension contributions

It was Resolved to accept the Budget for 2025-26 as recommended by the Finance & General Purposes Committee.

ACTION: CLERK

A paper had been prepared outlining proposals to implement from 1st April 2025 a pay scale increase for both the Bookings & Facilities Assistant (from SCP 11 to 12, in recognition of increased responsibilities) and the Clerk (from SCP 32 to 33 in recognition of CiLCA qualification), along with a proposed increase to the employer pension contributions for the 'Senior Staff' band of the Parish Council's pension scheme (from the minimum 4% to 6%). It was Resolved to approve the proposals.

ACTION: CLERK

10. ACCOUNTS FOR PAYMENT

10.1 It was Resolved to note expenditure for November and December to date and to approve items for payment in December. 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 £
November Payments (reported at November meeting in <i>italics</i>)				
BANK TFR	KCC <i>Load testing of columns for festive lighting</i>	950.00	190.00	1140.00
BANK TFR	Gardens of Kent <i>Grounds Maintenance October 2024</i>	4293.25	858.65	5151.90
BANK TFR	Coblands Nurseries Ltd <i>Plants for upgraded flower beds on village green</i>	151.10	30.22	181.32
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
DEBIT CARD	Dropbox <i>Subscription Renewal</i>	79.90	15.98	95.88
DEBIT CARD	Tesco <i>Postage stamps</i>	33.60	0.00	33.60
BANK TFRS	Staff Salaries & Expenses <i>November 2024</i>	3880.55	0.00	3880.55
BANK TFR	Sam Rogers Treecare <i>Prices Wood Tree maintenance 08/11/24</i>	280.00	56.00	336.00
DEBIT CARD	KSS Air Ambulance <i>Donation 2024/5</i>	200.00	0.00	200.00
DEBIT CARD	West Kent Mind <i>Donation 2024/5</i>	150.00	0.00	150.00
DEBIT CARD	Victim Support <i>Donation 2024/5</i>	100.00	0.00	100.00
DEBIT CARD	CANVA <i>Subscription renewal</i>	83.33	16.66	99.99
DD	People's Partnership <i>Pension payment November 24</i>	369.32	0.00	369.32
DD	SAGE UK Ltd <i>Payroll software</i>	10.00	2.00	12.00
DD	Npower (was E.ON) <i>Unmetered Electricity Supply Oct 2024</i>	77.23	3.86	81.09
DD	Smartest Energy <i>Pavilion Gas Supply Oct 24</i>	506.49	25.32	531.81
DD	Castle Water <i>Pavilion Water Sept and Oct 24</i>	31.46	0.00	31.46
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>Email set up (Oct & Nov)</i>	149.79	29.95	179.74
DD	Hugofox Ltd <i>Website (duntongreenpc.org.uk)</i>	19.99	4.00	23.99
DEBIT CARD	Amazon <i>Office supplies</i>	30.80	6.17	36.97
BANK TFR	Cube Plumbing & Heating Ltd <i>Annual Maintenance Visit</i>	1210.80	0.00	121.80
BANK TFR	Cube Plumbing & Heating Ltd	312.00	62.40	374.40

	Parts			
DEBIT CARD	Amazon Pavilion supplies	83.67	16.74	100.41
BANK TFR	KALC KALC AGM Lunch	16.00	3.20	19.20
DEBIT CARD	Land Registry EComm Title register	3.00	0.00	3.00
DEBIT CARD	Land Registry EComm Title register	3.00	0.00	3.00
BANK TFR	Kent Beekeepers Association Donation 2024/5	150.00	0.00	150.00
BANK TFR	SPY Alarms Parts	75.00	15.00	90.00
BANK TFR	The Original Tree Surgeons Treeworks at Longford Spinney	310.00	62.00	372.00
DD	Smartest Energy Pavilion electricity (Budget Plan)	769.17	153.83	923.00
BANK TFR	SDC Freighter Hire	220.50	44.10	264.60
BANK TFR	Sally Jolly Newsletter Printing	1377.51	0.00	1377.51
DD	Onecom Ltd Broadband and Telephone	115.18	23.04	138.22
BANK TFR	Bibby Factors North West Ltd (Bishops) Pavilion cleaning	923.39	184.68	1108.07
BANK TFR	Cube Plumbing & Heating Ltd Supply & installation of shower valve	870.00	0.00	870.00
BANK TFR	Gardens of Kent Grounds Maintenance November 2024	3601.50	720.30	4321.80
December Payments to date				
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DD	Heliocentrix Ltd IT Support	77.00	15.40	92.40
DD	Hiscox Annual Insurance Premium Monthly Payment	463.16	0.00	463.16
DEBIT CARD	Amazon Office supplies	26.31	5.26	31.57
BANK TFR	SPY Alarms Fire Alarm Panel paper roll	8.00	1.60	9.60
BANK TFRS	Staff Salaries & Expenses December 2024	3242.20	0.00	3242.20
BANK TFR	HMRC QTR 3 PAYE Tax & NI 2024-25	3411.74	0.00	3411.74

ACTION: CLERK

11. PLANNING

11.1 CURRENT PLANNING To consider the applications and to resolve to agree recommendations.
There were no planning applications for discussion.

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

11.2a Planning Application 24/02377/FUL

Location: 136 London Road

Development: Application for works already constructed to provide two car parking spaces

PLANNING PERMISSION GRANTED

11.2b Planning Application 24/02499/LDCEX

Location: 22 Mill Road

Development: Lawful development certificate for dining area extension

PLANNING PERMISSION GRANTED

11.2c Planning Application 24/00932/HOUSE

Location: Midway London Road

Development: Increase ridge height to accommodate room in the roof with gable to rear and single storey extension to front of recess

PLANNING PERMISSION GRANTED

11.2d Planning Application 24/00932/HOUSE

Location: 12 Barretts Road

Development: Variation of condition 2 (approved plans) and condition 3 (materials) of 24/00721/HOUSE (Single storey rear and side extension with rooflights and roof lantern) with amendment to front bay from paint to render ground floor, side elevation from painted brick to render and roof alterations.

PLANNING PERMISSION GRANTED

12. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

12.1 Christmas Lighting project – to receive an update

There had been much positive feedback in response to this year's festive lighting arrangements. The Parish Council will review on/off timings for the lights ahead of next year's display. Members felt that a proper switch on would be in order, given the fantastic response to the display this year. This being the case, the Christmas Singalong in 2025 will take place earlier than usual, to coincide with a formal switch on. The Clerk will liaise with the lighting contractor and book this for 2025 (avoiding the Sevenoaks switch on, if possible).

ACTION: CLERK

13. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

13.1 National Highways Temporary Road Closures A25 Westerham Road Bessels Green – to note planned closure from 20.00hrs Fri 17/01/25 to 06.00hrs Mon 20/01/25 plus additional closures

The closures were noted, as were those currently proposed for January and February 2025.

14. EVENTS

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

14.1a Christmas Singalong 2024 – Fri 20th December 6pm at the Village Green

There was little to discuss in Cllr. Lockey's absence. He would be asked to contact Councillors regarding the arrangements. The Clerk confirmed that she would purchase refreshments as required and would liaise with Cllr. Lockey on this.

ACTION: CLERK/PL/ALL

15. CORRESPONDENCE & COMMUNICATIONS

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

- 15.1a Member of the Public [Email] – Price’s Wood tree work query
- 15.1b Member of the Public [Email] – Concern about a ‘sparking’ light column
- 15.1c Member of the Public [Email] – ‘Ordinary Heroes’ information
- 15.1d Member of the Public [Email] – Volunteering enquiry
- 15.1e Member of the Public [Email] – Positive feedback to Chair re the Christmas lights
- 15.1f CPRE [Email] – AGM (22/11/24)
- 15.1g Darent River Preservation Society [Email] – DRiPS newsletter and AGM 28/11/24
- 15.1h KCC [Email] – 2024-25 Community Transport Grant Scheme

15.2 Dunton Green News (newsletter): update regarding Winter 2024 edition and deliveries and to note copy deadline of 1st February 2025 for Spring 2025 edition

Deliveries were being made. The Clerk asked members once again for their article contributions (having included an article by Cllr. Norton in the Winter 2024 edition).

ACTION: ALL

16. CO-OPTION

No applications for consideration.

17. DATE OF NEXT MEETING

17.1 Scheduled: 14th January, 2025 (7.30pm) – Full Council

18. PUBLIC SESSION

None.

The meeting closed at 8.35pm.

Chairman_____

Date_____