

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 9th December 2025 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. England, Copeland, Hersey, Parker, Royston, Gomes-Chodynieski, Locky, Forster-Pearce, Norton

Apologies: Cllrs. Carrol, Fenn

In attendance: Tracy Godden (Clerk), Rebecca Norburn (Asst. Clerk/Facilities Officer), Cllr. Clack (SDC) (late)

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting of the Finance & General Purposes Committee held on Tuesday 4th November 2025 as a true and accurate record.

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

It was Resolved to approve and sign the minutes of the extra ordinary meeting held on Tuesday 2nd December 2025 as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

The Clerk received a Member Dispensation form for the purposes of the budget and Precept setting for the period 2025 to 2027 (next election) from Cllr. Royston. This was approved by the Clerk. The Clerk will follow up with Cllr. Fenn (co-opted) regarding submission of a form.

ACTION: CLERK

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

05. GENERAL ADMINISTRATION

5.1 To receive updates from Kent County and Sevenoaks District Councillors

No councillors in attendance or reports received.

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

The Clerk confirmed that Cllr. Royston has been booked onto a KALC Nuts & Bolts for Councillors webinar in January. The Clerk booked to attend the SLCC Practitioners' Conference at the end of January. Details of training for councillors and staff will continue to be forwarded.

ACTION: CLERK

5.3 Sevenoaks District Council (SDC) Leader: to note the election of Cllr. Kevin Maskell

Noted. Cllr. Maskell is a Conservative councillor.

5.4 Local Government Reorganisation (LGR): to note that SDC has submitted a proposal for a three unitary authority model for Kent

Noted. The submission to Government was completed at the end of November. There are five different models that have been submitted, each supported by various councils across Kent and Medway. Government will make its decision in due course.

5.5 Allotment Insurance Renewal: to consider the renewal premium

It was Resolved to accept the renewal quotation of £97.80.

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.

07. CLERK'S REPORT

KALC Community Award - Nominee

The Parish Council has resolved to be part of this scheme once again. It is necessary to submit a nominee and suggestions, if not forthcoming at the December meeting, should be submitted to the Clerk by 31st December.

ACTION: CLERK

Access to Price's Wood

A last-minute request was made for access via the gate at Price's Wood by a tree surgeon working UKPN, needing to work around the substation. This was not picked up at the time but, fortunately, the contractor walked their equipment on to site (unlike other utilities contractors who have been known to bolt crop the chain to gain access).

Cllr. Clack (SDC) arrives. It was agreed that Item 5.1 could be covered

5.1 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Clack had no updates but was asked by the Clerk about what information had been requested from Riverhead Parish Council around zebra crossings, as there seemed to be some misunderstanding about what was required. Cllr. Clack will follow up, as will the Clerk.

ACTION: GC/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 (if available)

8.1a Fly-tipping outside Glyn Davies Close – to note a repeat of fly-tipping in this area

Noted.

It was noted that when delivering newsletters in the village, there had been an incident where a knife was protruding out of a letterbox. This was reported to the Police at the time. The Clerk will follow up.

ACTION: CLERK

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

The Lunch Club goes from strength to strength, the Christmas Lunch being very successful. It was noted that the basketball sessions for 2025 have now been completed.

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 (to 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 30/11/2025

| Description | Value £ | Value £ |
|---|------------|--------------------|
| Cash in hand 01/04/2025 | | £171,327.80 |
| ADD Receipts 01/04/2025 – 30/11/2025 | | £173,479.30 |
| TOTAL | | £344,807.10 |
| SUBTRACT | | |
| Payments 01/04/2025 – 30/11/2025 | | £151,364.23 |
| A: Cash in hand 30/11/2025 | | £193,442.87 |
| Cash in hand per Bank Statements | | |
| NatWest Reserve 30/11/2025 | £55,716.48 | |
| NatWest Current 30/11/2025 | £7,799.16 | |
| CCLA Public Sector Deposit 30/11/2025 | £89,927.23 | |
| CCLA Local Authorities Property Fund 01/04/2025 | £40,000.00 | |
| TOTAL CASH IN HAND per Bank Statements | | £193,442.87 |
| Less unrepresented cheques | | £0.00 |
| TOTAL | | £193,442.87 |
| Plus unrepresented receipts | | £0.00 |
| B: Adjusted Bank Balance | | £193,442.87 |

9.2 To receive a recommendation from the Finance & General Purposes Committee regarding the Budget 2026/27 and to consider adoption of the Budget.

As per the minutes of its meeting on 4th November, the Finance & General Purposes Committee has reviewed a draft budget and requests that the following recommendations be considered by full council and approved:

1. That two sheds be purchased and installed on the Parish Council's allotment plots (to be funded out of the (old) Allotments Reserve)

It was Resolved to approve this recommendation.

ACTION: CLERK/GH

2. That the draft budget, as amended by the F&GPC, be adopted

It was Resolved to accept the draft Budget for 2026/27.

ACTION: CLERK

It was noted that the Precept will be considered at the January meeting when the revised Tax Base figures should be available.

10. ACCOUNTS FOR PAYMENT

10.1 It was Resolved to note expenditure for November 2025 and December 2025 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 2025 Payments (reported at November meeting in <i>italics</i>) | | | | |
| DEBIT CARD | <i>Adobe Systems Software</i> | <i>16.64</i> | <i>0.00</i> | <i>16.64</i> |
| | <i>Adobe Acrobat monthly subscription</i> | | | |
| DD | <i>Hiscox</i> | <i>529.12</i> | <i>0.00</i> | <i>529.12</i> |
| | <i>Insurance premium (1st payment for 2025/26)</i> | | | |
| BANK TFR | <i>Streetlights</i> | <i>915.22</i> | <i>183.04</i> | <i>1098.26</i> |

| | | | | |
|-------------------|---|---------|--------|---------|
| | <i>Annual Maintenance contract (payment 2 of 2)</i> | | | |
| BANK TFR | SDC Litter bins/litter picking and dog waste bins | 442.00 | 88.40 | 530.40 |
| BANK TFR | Diane Carey (The Kitchen) Lunch Club catering November 2025 | 247.00 | 0.00 | 247.00 |
| DEBIT CARD | Post Office Postage for book sale (to be repaid) | 5.40 | 0.00 | 5.40 |
| DEBIT CARD | Amazon Office supplies | 19.56 | 3.92 | 23.48 |
| DEBIT CARD | Amazon First Aid Kit (events) | 13.32 | 2.67 | 15.99 |
| DEBIT CARD | Dropbox Annual subscription | 79.90 | 15.98 | 95.88 |
| BANK TFRS | Staff Salaries & Expenses Nov 2025 | 4109.66 | 0.00 | 4109.66 |
| BANK TFR | Gardens of Kent Grounds Maintenance October 2025 | 3350.50 | 670.10 | 4020.60 |
| DEBIT CARD | Amazon Office supplies | 63.39 | 12.69 | 76.08 |
| DD | Heliocentrix Ltd Telephony / Broadband services | 26.75 | 5.35 | 32.10 |
| DD | People's Partnership Pension Payment Nov 2025 | 410.32 | 0.00 | 410.32 |
| DD | EDF Pavilion Gas Oct 2025 | 247.49 | 12.37 | 259.86 |
| DD | Npower (was E.ON) Unmetered Electricity Supply Oct 2025 | 208.03 | 10.40 | 218.43 |
| DD | Smartest Energy Ltd Pavilion Electricity Oct 2025 | 356.47 | 71.29 | 427.76 |
| DD | Castle Water Ltd Pavilion Water | 64.49 | 0.00 | 64.49 |
| BANK TFR | CJS Plants Winter hanging baskets and planters | 3350.00 | 670.00 | 4020.00 |
| DD | Heliocentrix Ltd Microsoft 365 Licences Billing for October | 99.48 | 19.90 | 119.38 |
| DD | SAGE UK Ltd Payroll software November 2025 | 11.00 | 2.20 | 13.20 |
| DEBIT CARD | Canva Annual Subscription | 83.33 | 16.66 | 99.99 |
| DEBIT CARD | Lebara Mobile phone contract | 4.12 | 0.83 | 4.95 |
| BANK TFR | Cube Plumbing & Heating Ltd Annual Plumbing & Heatin Maintenance | 1200.00 | 0.00 | 1200.00 |
| DD | EE Mobile phone contract | 11.83 | 2.37 | 14.20 |
| BANK TFR | DG Lunch Club (J Verlinden – Lead Volunteer) Contribution towards Christmas entertainment and added extras | 600.00 | 0.00 | 600.00 |
| DEBIT CARD | Post Office Ltd Postage | 26.55 | 0.00 | 26.55 |
| BANK TFR | Sally Jolly (Welcome Printing) Printing – DG News Winter 2025 edition | 1556.00 | 0.00 | 1556.00 |
| BANK TFR | Mrs R Norburn Expenses (Travel to conference / Christmas decs) | 94.85 | 0.00 | 94.85 |

| | | | | |
|---|--|---------|---------|---------|
| DEBIT CARD | Robert Dyas Christmas trees for Pavilion Main Hall | 101.65 | 20.33 | 121.98 |
| BANK TFR | Gardens of Kent Grounds Maintenance November 2025 | 3287.00 | 657.40 | 3944.40 |
| December 2025 Payments to date | | | | |
| BANK TFR | Bishops Services Ltd Pavilion cleaning, jet washing November 2025 | 984.71 | 196.94 | 1181.65 |
| DEBIT CARD | Adobe Systems Software Adobe Acrobat monthly subscription | 16.64 | 0.00 | 16.64 |
| DD | Heliocentrix Ltd IT Support Billing for October | 77.00 | 15.40 | 92.40 |
| DD | Hiscox Insurance premium (2 nd payment for 2025/26) | 529.05 | 0.00 | 529.05 |
| DD | Hugofox Ltd Website | 29.99 | 6.00 | 35.99 |
| BANK TFR | Mr P Lockey Expenses (printing for Local Plan meeting 02/12) | 43.20 | 0.00 | 43.20 |
| BANK TFR | Diane Carey (The Kitchen) Lunch Club catering December 2025 | 340.00 | 0.00 | 340.00 |
| BANK TFRS | Staff Salaries & Expenses Dec 2025 | 4268.94 | 0.00 | 4268.94 |
| BANK TFR | HMRC Shipley PAYE Tax & NI Qtr 3 2025-26 | 4525.77 | 0.00 | 4525.77 |
| BANK TFR | Streetlights Installation of repaired mirror (Lennard Rd) | 90.00 | 18.00 | 108.00 |
| BANK TFR | Safeplay Playground Services Ltd Quarterly Play Equipment Inspection & Report | 153.00 | 30.60 | 183.60 |
| BANK TFR | SDC Saturday Freighter (Nov 25) | 231.52 | 46.30 | 277.82 |
| BANK TFR | rCOH Ltd (ONH) Stage 1 work, Local Plan rep, meetings | 7555.00 | 1511.00 | 9066.00 |
| BANK TFR | KCC Procurement Services Photocopier leasing | 82.52 | 16.50 | 99.02 |
| December Payments (expected but unconfirmed/not yet paid as at 09/12/25) | | | | |
| DD | Heliocentrix Ltd Telephony / Broadband services | 26.75 | 5.35 | 32.10 |
| DD | People's Partnership Pension Payment Dec 2025 | 417.87 | 0.00 | 417.87 |
| DD | Npower (was E.ON) Unmetered Electricity Supply Nov 2025 | 226.058 | 11.30 | 237.35 |
| DD | Smartest Energy Ltd Pavilion Electricity Nov 2025 | 1052.60 | 210.52 | 1263.12 |
| DD | SAGE UK Ltd Payroll software December 2025 | 11.00 | 2.20 | 13.20 |
| BANK TFR | Cube Plumbing & Heating Ltd Installation of water filter (delayed invoicing) | 90.00 | 0.00 | 90.00 |
| BANK TFR | Chris Knott Insurance Consultants Ltd Allotment Insurance Renewal | 90.00 | 0.00 | 90.00 |

ACTION: CLERK

11. DUNTON GREEN FOR THE FUTURE

11.1 To receive an update on any meetings held and progress relating to next steps agreed

Further to the submission of the Parish Council's response to the Regulation 18 Consultation on the Local Plan in relation to site SEV19, it will be necessary to hold a number of meetings. The first to be scheduled will be a workshop, ideally before Christmas, to discuss with ONH DGPC's vision. A Call for Sites application will need to be submitted to SDC if DGPC's land is to be considered as part of the site (ONH will lead on this). A meeting with Berkeley Homes will also need to be arranged for January. It is vital that DGPC can influence any masterplanning, rather than Berkeley Homes getting too far ahead on this. The Clerk will send out Doodle polls for both the workshop and the meeting to establish councillor availability.

ACTION: CLERK

12. PLANNING

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

12.1a Planning Application 25/02575/MMA

Location: 5 & 6 Lennard Road

Development: Amendment to 22/01036/FUL to include an additional first floor side window, solar panels, EV charging point, removal of porch, alterations to materials

Recommendation: No comment

12.2 PLANNING NOTIFICATIONS The decisions from SDC or the Planning Inspectorate were noted.

12.2a Planning Application 25/01838/FUL

Location: 205 London Road

Development: Removal of single storey extension, garage and stone wall and part front/side of existing ground floor of the existing dwelling. Sub-division of site to form a new dwelling; two storey extension to host dwelling; landscaping; parking; new fence and creation of new vehicular access for the existing dwelling.

Planning permission GRANTED

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Pyramid Net: to note progress of the project

The weather has had an adverse effect on progress of the project. Drier weather is required to complete the installation and to make good areas where machinery had to access the site. Safeplay will keep the Parish Council informed of progress.

13.2 To note that some of the bins in the recreation have been replaced with dual-function (litter and dog waste) bins

There are one or two fewer bins in the recreation ground, but dog bins and litter bins have been combined.

13.3 Pavilion Maintenance

13.3a Annual Maintenance of Intruder and Fire Alarms – to note completion

Maintenance has been completed but there is a need to relocate smoke alarms in the entrance foyer due to a change in legislation. The Asst. Clerk is awaiting a quote from the contractor.

ACTION: ASST. CLERK

13.3b Pavilion Emergency Lighting Testing – to note progress

The testing has been completed. The light in the office failed and needs to be replaced. The Asst. Clerk is awaiting a quotation from the contractor.

ACTION: ASST. CLERK

13.3c Plumbing/Heating Annual Maintenance – to note completion, outstanding related works and to consider a quotation for the installation of a smaller water tank

The annual maintenance has been completed but there are various works outstanding, including capping off the taps to the old water cooler.

The contractor has suggested installation of a smaller hot water cylinder to help reduce energy costs. There

is a 1000l cylinder in the plant room, massively oversized for the usage. It is anticipated that installation of a smaller 250l hot water cylinder will significantly reduce utility costs at the Pavilion.

It was Resolved to accept a quotation of £4500 for the supply and installation of a new hot water cylinder and removal of the old one.

ACTION: CLERK

13.4 Christmas Lights – to note installation complete

Noted. There has been a very positive reaction once again to the Dunton Green tree and display. It was noted that the businesses on the shopping parade have once again lit up this area.

13.4 Christmas Tree – to note that the struggling plant has been relocated from the Village Green to Longford Meadow

Noted. There are now two Christmas Trees in this area.

13.5 Longford Meadow: to note further damage to sapling trees and an ongoing issue with dips and ramps being created (causing potential trip hazards and damage to the pitch playing area)

Noted. It was agreed that the Parish Council should continue its efforts to plant trees in this area, but to treat this as a long-term project where larger single specimens are planted on an annual basis. The trip hazard areas will be attended to by the grounds maintenance team.

ACTION: CLERK

13.6 Hanging baskets: to note that winter baskets have now been installed throughout the village

Despite a delay in getting all of them installed, the hanging baskets have all now been updated, as well as the planters.

13.7 Pavilion Electricity: to note that a Government mandated levy is to be charged to businesses – Sizewell C Regulated Asset Base (RAB) Funding

Noted.

13.8 To receive a brief report about Pavilion hire [Asst. Clerk]

The Asst. Clerk confirmed that the 8-12s group no longer has a booking at the Pavilion (having lost funding) and that despite an initially promising contact, an NHS booking has come to nothing (venue not large enough, chairs unsuitable). On a more positive note, one of our regular hirers has expanded to three evenings a week and will be booking a weekend slot as well from January. There is also an outside space booking utilising the tennis court, which looks promising for 2026 as well. The Asst. Clerk will look at ways of promoting the venue and attracting new hirers.

ACTION: ASST. CLERK

14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

14.1 To review an update to the Highways Improvement Plan (HIP) to include a request for a pelican crossing on London Road and additional signage for highlighting the school and to consider adding an item to request walls be built on the school side of the underpass (as are included on the other side of the underpass)

The HIP has been updated to include the pelican crossing proposal.(further to the November meeting).

It was Resolved to include a request for a low wall to be installed on the school side of the underpass to prevent silt from the slopes being washed into the underpass, causing drainage issues (there are walls on the Hillfield Place side of the underpass). It was suggested that the walls have 'wobbly' tops to prevent creating spaces for unwelcome congregations of people.

ACTION: CLERK

14.2 To note and consider any updates regarding safe routes to the school (including clearance of leaves and silt from the pavement area next to the school and by the underpass)

It was noted (and welcomed) that the school has cleared silt and leaves from the pavement outside the school by the underpass. There has been no other tangible progress but there have been requests to KCC for school signage and the HIP additions.

14.3 Streetlighting: to note four remedial items that have been authorised for completion (at a total cost of £350 plus VAT)

Noted.

15. EVENTS

15.1 Christmas Singalong - Friday 19th December 6pm: to confirm arrangements for the event

Cllrs. Gomes-Chodynietki, Forster-Pearce, Royston and Copeland indicated that they were available to help set up and run the event.

It was agreed that the Pavilion main foyer would be used as an alternative venue as the forecast for Friday is wet. A final decision will be made on the Thursday morning.

The gazebo will be needed if the venue is outside, as well as the PA kit.

Cllrs. Forster-Pearce and Gomes-Chodynietki would curate a list of songs. Lyrics will be sent to the Clerk for printing. Thermal flasks can be used to keep mulled wine hot and mince pies & biscuits will be purchased.

ACTION: ALL

15.2 Annual Parish Meeting & Parish Reception: suggested date Wednesday 25th March 2026

It was agreed that the APM will take place on 25th March

ACTION: CLERK

16. CORRESPONDENCE & COMMUNICATIONS

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

16.1a Darent River Preservation Society - Newsletter Autumn 2025

16.1b SDC Chairman - Silent Auction Event

16.1c Neighbourhood Watch - Annual Survey (Crime & Community)

16.1d Sevenoaks Boxing Club - Funding enquiry

16.1e Former resident – thank you re DG book

16.1f Knockholt resident – Community awareness about proposed Mosque and building conversion in Sevenoaks

16.1g Badgers Mount Residents Association: A224 Speed limit campaign Orpington Bypass (50mph to 40mph)

16.1h SDC – Dog fouling hotspots (want to understand scale of the problem). Response by 9th Jan

16.1i SDC – Local List information (current list focuses on Sevenoaks Town, this is an opportunity to add buildings and structures of local architectural and historic interest)

16.1j Sevenoaks Boxing Club – funding request

16.1k Bob Ogley – New book (The Story of Knole Park) and an offer to give a talk in Dunton Green

16.2 Dunton Green News (newsletter): to confirm delivery status of Winter 2025 edition and discuss editorial matters (content / advertising) for 2026

Most of the newsletters have been delivered. Next copy deadline is 1st February.

ACTION: ALL

17. DATE OF NEXT MEETING

17.1 Scheduled: 13^h January 2026 (7.30pm) – Full Council

18. PUBLIC SESSION

None.

The meeting closed at 8.23pm.

Chair_____

Date_____