

## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 13<sup>th</sup> January 2026 at 7.30pm

### 00. PUBLIC SESSION

None.

### 01. PRESENT / APOLOGIES

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

Apologies: Cllrs. Carrol, Bayley (SDC), Clack (SDC)

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

### 02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 9<sup>th</sup> 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. Fenn. This was approved by the Clerk.

### 04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllr. Locky [Item 12.3 [Land off Morants Court Road]

### 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

Details of training for councillors and staff had been forwarded.

#### 5.3 Policies: Review of existing policies

##### 5.3a Freedom of Information/Publication Scheme

Members reviewed the Scheme. It was Resolved to adopt the updated version. The website will be updated with the current version.

**ACTION: CLERK**

#### 5.4 KALC Community Award Scheme: to agree on a recipient for 2026

It was Resolved to agree on a nominee for the award and KALC will be advised by the Clerk. A presentation will be made at the Annual Parish Meeting in March.

**ACTION: CLERK**

#### 5.5 Donnington Hall Management Committee: to agree on a new DGPC representative

Cllr. Gomes-Chodyniewski is the appointed DGPC rep on this committee but is no longer able to carry out that role. The Clerk indicated that there are already three parish councillors on that committee, but they sit independently and not as DGPC representatives. Following some discussion, it was Agreed that Cllr. Royston would act as DGPC's representative on the committee.

**ACTION: CLERK/RR**

## 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 advised that the Donnington Hall Management Committee had held its AGM on 6<sup>th</sup> January. The hall is well booked, and finances are in good order. There is a need to make repairs to the entrance road for the car park, but these will wait until completion of works affecting 149-155 London Road.

## 07. CLERK'S REPORT

No report.

## 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)

It was noted that it appears that dope is being smoked near the Pavilion as there is often a lingering smell in the entrance foyer to the Pavilion. This has been brought to the attention of the Community Safety Unit at SDC and local Beat Officers.

There has been a lot of Police presence since Christmas on Ryewood, with two separate incidences of four or more Police cars being on the development (one on 23<sup>rd</sup> December and another on 11<sup>th</sup> January). Whilst it has not been officially confirmed, this appears to be drug related activity.

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

The Lunch Club's January session was well received. Over the coming months arrangements will be made for some outdoor sporting activities for young people (for April onwards).

**ACTION: CLERK/ASST. 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 (to 31<sup>st</sup> December, 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 31/12/2025

Description	Value £	Value £
<b>Cash in hand 01/04/2025</b>		<b>£171,327.80</b>
ADD Receipts 01/04/2025 – 31/12/2025		£178,124.27
TOTAL		£349,452.07
SUBTRACT		
Payments 01/04/2025 – 31/12/2025		£191,218.36
<b>A: Cash in hand 31/12/2025</b>		<b>£158,233.71</b>
Cash in hand per Bank Statements		
NatWest Reserve 31/12/2025	£20,747.16	
NatWest Current 31/12/2025	£7,265.18	
CCLA Public Sector Deposit 31/12/2025	£90,221.37	
CCLA Local Authorities Property Fund 01/04/2025	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£158,233.71</b>

Less unrepresented cheques		£0.00
TOTAL		£158,233.71
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£158,233.71</b>

9.2 To receive a Year to Date analysis and reserves summary and to consider proposed changes to the agreed Budget (if any; the Budget for 2026-27 having been approved at the December 2025 meeting)

Members considered information about Earmarked and General Reserves levels, and it was Agreed that the Clerk should move some of the Earmarked Reserves back into General Reserves because they are budget lines and do not need an Earmarked Reserve to cover expenditure. It was noted that there were no proposals to amend the previously agreed budget for 2026-27.

**ACTION: CLERK**

9.3 Precept: to discuss and agree the Precept level for 2026-27 (the Budget for 2026-27 having been approved in advance)

It was Resolved that the Precept for 2026-27 be set at £155,500. This will result in an increase in the Band D Levy, equivalent to £10 for the year (£1 per month). The Parish Council will inform residents via the Spring edition of Dunton Green News and on the website, ahead of Council Tax bills.

**ACTION: CLERK**

9.4 Transfer of Funds from CCLA Public Sector Deposit Fund: to consider a transfer to the NatWest current account to cover expenditure January to April 2026 inclusive

Cash in the Parish Council's NatWest Bank accounts is not sufficient to cover expenditure to the end of April (when the first Precept receipt is due). Following discussion, it was Agreed that funds should be transferred out of the CCLA Public Sector Deposit Fund in two tranches. The first transfer is to be £30,000 in January and a further transfer (likely in March) of £20,000 will follow.

**ACTION: CLERK**

## 10. ACCOUNTS FOR PAYMENT

10.1 It was Resolved to note expenditure for December 2025 and January 2026 to date and to approve items for payment in January. 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 £
<b>December 2025 Payments (reported at December meeting in italics)</b>				
<b>BANK TFR</b>	<i>Bishops Services Ltd Pavilion cleaning, jet washing November 2025</i>	<i>984.71</i>	<i>196.94</i>	<i>1181.65</i>
<b>DEBIT CARD</b>	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>16.64</i>	<i>0.00</i>	<i>16.64</i>
<b>DD</b>	<i>Heliocentrix Ltd IT Support Billing for October</i>	<i>77.00</i>	<i>15.40</i>	<i>92.40</i>
<b>DD</b>	<i>Hiscox Insurance premium (2<sup>nd</sup> payment for 2025/26)</i>	<i>529.05</i>	<i>0.00</i>	<i>529.05</i>
<b>DD</b>	<i>Hugofox Ltd Website</i>	<i>29.99</i>	<i>6.00</i>	<i>35.99</i>
<b>BANK TFR</b>	<i>Mr P Lockey Expenses (printing for Local Plan meeting 02/12)</i>	<i>43.20</i>	<i>0.00</i>	<i>43.20</i>
<b>BANK TFR</b>	<i>Diane Carey (The Kitchen) Lunch Club catering December 2025</i>	<i>340.00</i>	<i>0.00</i>	<i>340.00</i>

<b>BANK TFRS</b>	Staff Salaries & Expenses Dec 2025	4268.94	0.00	4268.94
<b>BANK TFR</b>	HMRC Shipley PAYE Tax & NI Qtr 3 2025-26	4525.77	0.00	4525.77
<b>BANK TFR</b>	Streetlights Installation of repaired mirror (Lennard Rd)	90.00	18.00	108.00
<b>BANK TFR</b>	Safeplay Playground Services Ltd Quarterly Play Equipment Inspection & Report	153.00	30.60	183.60
<b>BANK TFR</b>	SDC Saturday Freighter (Nov 25)	231.52	46.30	277.82
<b>BANK TFR</b>	rCOH Ltd (ONH) Stage 1 work, Local Plan rep, meetings	7555.00	1511.00	9066.00
<b>BANK TFR</b>	KCC Procurement Services Photocopier leasing	82.52	16.50	99.02
<b>DD</b>	Heliocentrix Ltd Telephony / Broadband services	26.75	5.35	32.10
<b>DD</b>	People's Partnership Pension Payment Dec 2025	417.87	0.00	417.87
<b>DD</b>	Npower (was E.ON) Unmetered Electricity Supply Nov 2025	226.058	11.30	237.35
<b>DD</b>	Smartest Energy Ltd Pavilion Electricity Nov 2025	1052.60	210.52	1263.12
<b>DD</b>	SAGE UK Ltd Payroll software December 2025	11.00	2.20	13.20
<b>BANK TFR</b>	Chris Knott Insurance Consultants Ltd Allotment Insurance Renewal	97.80	0.00	97.80
<b>BANK TFR</b>	Starboard Systems Ltd Scribe training session	99.00	19.80	118.80
<b>BANK TFR</b>	Ms T Godden Travel expenses (Autumn 2025)	99.90	0.00	99.90
<b>BANK TFR</b>	NSALG Ltd Subscription 2026 (for allotments)	35.00	0.00	35.00
<b>BANK TFR</b>	Mrs R Norburn Expenses (Christmas Decorations)	25.96	0.00	25.96
<b>DEBIT CARD</b>	Amazon Pavilion & Office supplies	46.36	8.92	55.28
<b>DD</b>	Heliocentrix Ltd Office 365 subscription	105.90	21.18	127.08
<b>BANK TFR</b>	Education in Full Charity Donation	836.81	0.00	836.81
<b>BANK TFR</b>	Sevenoaks Samaritans Donation	250.00	0.00	250.00
<b>BANK TFR</b>	Holding On Letting Go Donation	100.00	0.00	100.00
<b>BANK TFR</b>	Sevenoaks CFR Donation	450.00	0.00	450.00
<b>BANK TFR</b>	Baby Umbrella Donation	400.00	0.00	400.00
<b>BANK TFR</b>	Kent Community Domestic Abuse Programme Donation	200.00	0.00	200.00
<b>BANK TFR</b>	Kent Surrey Sussex Air Ambulance Trust Donation	300.00	0.00	300.00
<b>BANK TFR</b>	DG Primary School PTA Donation	300.00	0.00	300.00
<b>BANK TFR</b>	Sevenoaks Volunteer Transport Group	500.00	0.00	500.00

	Donation			
<b>BANK TFR</b>	Sevenoaks Larder Donation	300.00	0.00	300.00
<b>BANK TFR</b>	West Kent Mediation Donation	200.00	0.00	200.00
<b>BANK TFR</b>	Kent Beekeepers Association Donation	150.00	0.00	150.00
<b>BANK TFR</b>	Citizens Advice North & West Kent Donation	600.00	0.00	600.00
<b>BANK TFR</b>	We Are Beams Donation	500.00	0.00	500.00
<b>BANK TFR</b>	TWFP Ltd Fire Extinguisher servicing	633.80	126.76	760.56
<b>BANK TFR</b>	BNSI Electrical Contractors Emergency Lighting Test	100.00	0.00	100.00
<b>DD</b>	Castle Water Ltd Water for Pavilion November 2025	110.43	0.00	110.43
<b>BANK TFR</b>	Greenbarnes Ltd Self-healing pinboard (for Ryewood noticeboard)	89.33	17.87	107.20
<b>DEBIT CARD</b>	Victim Support Donation	100.00	0.00	100.00
<b>DEBIT CARD</b>	West Kent MIND Donation	150.00	0.00	150.00
<b>DEBIT CARD</b>	Post Office Ltd Postage	48.08	0.00	48.08
<b>DEBIT CARD</b>	Lebara Mobile phone contract	4.12	0.83	4.95
<b>DD</b>	EDF Pavilion Gas November 2025	298.25	14.91	313.16
<b>BANK TFR</b>	KALC Training (Nuts & Bolts – Councillor)	50.00	10.00	60.00
<b>BANK TFR</b>	SLCC Enterprises Ltd Annual Subscription (Clerk)	316.00	0.00	316.00
<b>BANK TFR</b>	Bishops Services Ltd Pavilion cleaning, jet washing October 2025 (late payment)	929.71	185.94	1115.65
<b>BANK TFR</b>	Streetlights Sundry repairs to multiple columns	345.00	69.00	414.00
<b>BANK TFR</b>	Safeplay Playground Services Ltd Supply & installation of new Pyramid Net (80%) and removal of old	6388.00	1277.60	7665.60
<b>DD</b>	EE Mobile phone contract	11.83	2.37	14.20
<b>DEBIT CARD</b>	Tesco Christmas Singalong refreshments	57.99	9.57	67.56
<b>DD</b>	Hugofox Ltd Website	29.99	6.00	35.99
<b>DD</b>	Heliocentrix Ltd IT Support Billing for November	77.00	15.40	92.40
<b>January 2026 Payments to date</b>				
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
<b>DD</b>	Hiscox Insurance premium (3 <sup>rd</sup> payment for 2025/26)	529.05	0.00	529.05
<b>BANK TFR</b>	Streetlights London Rd Col 20 – vandalism repairs	107.00	21.40	128.40

<b>BANK TFR</b>	Gardens of Kent Grounds Maintenance December 2025	1664.75	332.95	1997.70
<b>BANK TFR</b>	Parish Online Mapping Subscription 2026	144.00	28.80	172.80
<b>BANK TFR</b>	SDC Litter pick/bin emptying/Dog bin emptying Oct-Dec 2025	442.00	88.40	530.40
<b>BANK TFR</b>	Bishops Services Ltd Pavilion cleaning, jet washing December 2025	893.26	178.65	1071.91
<b>BANK TFR</b>	Gala Lights Ltd Supply, installation and removal of Christmas lighting scheme	9897.00	1979.40	11876.40
<b>BANK TFR</b>	Diane Carey (The Kitchen) Lunch Club catering January 2026	214.50	0.00	214.50
<b>BANK TFRS</b>	Staff Salaries & Expenses January 2026	4203.83	0.00	4203.83
<b>BANK TFR</b>	KCC Procurement Services Photocopier copy charges	100.97	20.19	121.16
<b>January Payments (expected but unconfirmed/not yet paid as at 13/01/26)</b>				
<b>DD</b>	Castle Water Ltd Water for Pavilion December 2025	67.38	0.00	67.38
<b>DD</b>	SAGE UK Ltd Payroll software January 2026	11.00	2.20	13.20
<b>DD</b>	EDF Pavilion Gas December 2025	512.65	102.53	615.18
<b>DD</b>	Smartest Energy Ltd Pavilion Electricity Dec 2025	1126.79	225.36	1352.15
<b>DD</b>	Heliocentrix Ltd Telephony / Broadband services	26.75	5.35	32.10
<b>DD</b>	People's Partnership Pension Payment January 2026	415.98	0.00	415.98
<b>DD</b>	Npower (was E.ON) Unmetered Electricity Supply Dec 2025	247.43	12.37	259.80
<b>DEBIT CARD</b>	Lebara Mobile phone contract	4.12	0.83	4.95
<b>DD</b>	EE Mobile phone contract	11.83	2.37	14.20
<b>DD</b>	Heliocentrix Ltd IT Support Billing for December	77.00	15.40	92.40
<b>DD</b>	Hugofox Ltd Website	29.99	6.00	35.99

**ACTION: CLERK**

## 11. DUNTON GREEN FOR THE FUTURE

11.1 To receive a summary following the workshop held on 16<sup>th</sup> December and an update on progress relating to next steps agreed

A meeting note was provided to ensure that all members were up to date with the discussions that had taken place at the workshop (which has been attended by eight councillors). A first meeting with Berkeley Homes is scheduled for 16<sup>th</sup> January. This is an introductory meeting with two representatives of Berkeley Homes and will be attended by the Chair and the Vice Chair, the Clerk and the Parish Council's Planning Consultant. Meeting notes will be made available to all members following the initial discussion.

**ACTION: CLERK**

## 12. PLANNING

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

### 12.1a Planning Application 25/03352/HOUSE

Location: Delamere London Road

Development: Dropped kerb creation of vehicular access

**Recommendation: Support**

**ACTION: CLERK**

### 12.1b Planning Application 25/03119/FUL

**Location: Land South Of M25 Morants Court Road (also referred to as Land West of London Road)**

Development: Erection of boundary fencing with access gate. Erection of poly tunnel, gazebo, shed and hut.

Landscaping

**Recommendation: Objection**

The Parish Council understands that this plot of land, and indeed the entire parcel of land that is adjacent to it, is subject to an Article 4 Direction. This prohibits incremental development and explicitly prevents the erection of structures. The applicant has shown a complete disregard of this fact and to reward unlawful development by granting retrospective planning permission would set a dangerous precedent.

There are also concerns about how it is possible to have facilities for hire (it is understood that the shepherd's hut is on Air BnB already) where there appear to be no foul sewage measures; notwithstanding the fact that this structure should not be on this land at all.

The Parish Council is also aware of highways concerns as there seems to be no parking on the site (again, notwithstanding the fact that the plot should not be being developed).

It is noted that the application location is listed as 'Land South Of M25 Morants Court Road' which is entirely (deliberately?) misleading as this specific plot is located on London Road.

The Parish Council fully supports and agrees with the concerns raised by the many residents who have taken the time to submit their objections to this application.

The Parish Council recommends refusal of this application for the reasons stated above and because the application contravenes SDC planning policies and is in direct conflict with the Article 4 Direction.

**ACTION: CLERK**

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

### 12.2a Planning Application 25/02419/HOUSE

Location: 49 London Road

Development: Creation of vehicular access, path and steps with off-street parking

**Planning permission GRANTED**

### 12.3 Land off Morants Court Road, Dunton Green: to note concerns regarding removal of barriers to the site

It was noted that whilst the barriers have not yet been removed, residents have been advised by a person claiming to be associated with the scaffolding company that the barriers to this land will be taken down. There is a concern that this will leave this land accessible to anyone, and this land has already been affected by the dumping of spoil over the last few years. SDC and the Environment Agency have been informed.

## 13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 13.1 Pyramid Net: to note progress of the project

It was noted that the Pyramid Net has been installed but that the Heras fencing remains in place. Safeplay have agreed that this can stay until weather conditions have improved sufficiently for the land around the net to have settled. The Assistant Clerk will monitor the condition and update the contractor.

**ACTION: ASST. CLERK**

### 13.3 Pavilion Maintenance

**13.3a Pavilion Emergency Lighting – to note status of works**

The testing has been completed, and a light has been replaced in the Clerk's office. Arrangements are being made for a filter to be added to that light (the old light was dimmable, but this one is not and is too bright).

**ACTION: ASST. CLERK**

**13.3b Plumbing/Heating Maintenance – to note dates for scheduled works**

Dates have been set at the end of January for the installation of the new hot water cylinder and for the completion of any outstanding works.

**ACTION: ASST. CLERK**

**13.3c Heat Exchange Ventilation System**

It was noted that there have been some recent incidences of the fans being left on. The cleaner has been asked to look out for this so that it can be switched off at the earliest opportunity and so that the Assistant Clerk can identify who is leaving the fan on. It is very expensive to leave this on. Regular hirers will be sent a reminder to check that the fan is off before they leave.

**ACTION: ASST. CLERK**

**13.4 Christmas Lights – to note positive feedback from residents and confirm removal completed**

Noted. The lights were taken down on 6<sup>th</sup> January.

**13.4 Trees – to note that an order will be placed in January for the new tree in the recreation ground and for a new tree in Longford Meadow (as previously discussed and agreed)**

Noted.

**13.5 Pavilion - to receive a brief report about Pavilion hire [Asst. Clerk]**

The Assistant Clerk updated councillors regarding new hirers and hirers that are moving on, also reporting that private party hire has picked up again post-Christmas. A document that the Assistant Clerk has prepared regarding possible actions that could be taken through the year to improve hire rates will be forwarded to councillors. It was also noted that there is now a booking form on the new website which should improve the hire process and reduce admin time.

There was also discussion around cancellations. DGPC waives charges when a regular hirer cancels a booking. However, some hirers are increasingly cancelling more frequently and at short (no) notice. There was discussion about this, and members agreed that this is untenable going forward and DGPC should not be the only party affected (in terms of loss of income and additional administration). It was suggested that other local venues should be contacted to understand their policies around cancellations. Regardless, councillors agreed that a 100% waive of charges should not continue after April.

**ACTION: CLERK/ASST. CLERK**

**14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)****14.1 To note that the updated Highways Improvement Plan has been submitted to KCC and is published on DGPC's website**

Noted.

**15. EVENTS****15.1 Christmas Singalong - December 2025: to note feedback and consider plans for 2026**

It was noted that there were about fifty people in attendance. There are improvements need regarding the mix of songs chosen and the accuracy of the lyrics provided for the version of the song. The Assistant Clerk will develop a Risk Assessment and event plan for 2026.

**ACTION: ASST. CLERK**

## 15.2 Annual Parish Meeting & Parish Reception: Wednesday 25<sup>th</sup> March 2026

The Assistant Clerk has been tasked with identifying a speaker for this event.

**ACTION: ASST. CLERK**

## 15.3 Annual Fireworks Event – to consider plans for 2026

The event will take place, as usual, on the last Saturday of September (which is 26<sup>th</sup> for 2026). The Clerk will confirm first aid provision and will book Pyrotechnics. The Assistant Clerk will develop a Risk Assessment and event plan for 2026 and will also look to identify a band or singer to perform at the event.

**ACTION: CLERK/ASST. CLERK**

## 16. CORRESPONDENCE & COMMUNICATIONS

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

16.1a Sevenoaks District Seniors Action Forum – December newsletter

16.1b Resident – Littering east side of railway bridge

16.1c Various - thank you letters re DGPC donations

16.1d Christmas Tree Festival Team – message of thanks for participating

16.1e KCC – Road Safety & Active Travel Newsletter

16.1f SDC - Voluntary and Community Awards

16.2 Dunton Green News (newsletter): to discuss editorial matters (content / advertising) for 2026 and to note copy deadline for Spring 2026 is 1<sup>st</sup> February

There was discussion around proposed changes to the Ryewood routes (adapt to have four rather than three routes) and possible changes to other routes.

It was also noted that the software used to produce the newsletter will have to change this year. Microsoft Publisher will be unsupported from October 2026. The Clerk will review different options (including Adobe InDesign).

**ACTION: CLERK**

16.3 To note that the transfer to HugoFox for supply of the domain name and provision of the website has been completed

Noted.

## 17. DATE OF NEXT MEETING

17.1 Scheduled: 10<sup>th</sup> February 2026 (7.30pm) – Full Council

## 18. PUBLIC SESSION

None.

The meeting closed at 8.46pm.

Chair \_\_\_\_\_

Date \_\_\_\_\_