



DUNTON GREEN PARISH COUNCIL

Dunton Green Pavilion • Recreation Ground • London Road

Dunton Green • Sevenoaks • Kent • TN13 2UR

Tel: 01732 462966 • email: clerk@duntongreen-pc.gov.uk

Chair: Cllr F. England • Clerk to the Parish Council: Tracy Godden

To members of the Council

You are hereby summoned to attend a meeting of Dunton Green Parish Council at Dunton Green Pavilion on Tuesday 13th January 2026 at 7.30pm for the purpose of transacting the following business.

00. PUBLIC SESSION

To enable any members of the public present to draw the attention of the Parish Council to any pre-advised matter, at the discretion of the Chair.

01. PRESENT / APOLOGIES

To receive and accept apologies for absence.

02. MINUTES OF THE COUNCIL

To approve the minutes of the meeting held on Tuesday 9th December 2025 and, if in order, to sign as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

To consider written requests from Members which have previously been submitted to the Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest (Localism Act 2011 s.31 & s.33).

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Members are requested to ensure that declarations of interest are made orally. Members are reminded that if an interest comes to light during the meeting it must be declared at that time and if the member considers it to be prejudicial then he or she MUST leave the 'room'. Members are reminded that they have a duty to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

05. GENERAL ADMINISTRATION

5.1 To receive updates from Kent County and Sevenoaks District Councillors

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

5.3 Policies: Review of existing policies

 5.3a Freedom of Information/Publication Scheme

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

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

06. DGPC REPRESENTATIVES – EXTERNAL BODIES

61 To consider feedback from any meetings attended by DGPC's representatives on external bodies and to note any meetings due to be attended

07. CLERK'S REPORT To receive the Clerk's 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)
- 8.2 DGPC funded Community Activities: to note any updates regarding youth and senior activities

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

10. ACCOUNTS FOR PAYMENT

10.1 List of payments for approval

To resolve 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) is provided and is to be signed off by two councillors.

11. DUNTON GREEN FOR THE FUTURE

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

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

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

Any planning applications received between 06/01/26 & 13/01/26 will also be considered

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

Any planning notifications received between 06/01/26 & 13/01/26 will also be considered

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

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Pyramid Net: to note progress of the project

13.3 Pavilion Maintenance

13.3a Pavilion Emergency Lighting – to note status of works

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

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

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)

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

14. HIGHWAYS, TRANSPORTATION & STREETLIGHTING

14.1 To note that the updated Highways Improvement Plan has been submitted to KCC and is published on DGPC's website

15. EVENTS

15.1 Christmas Singalong - December 2025: to note feedback and consider plans for 2026

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

15.3 Annual Fireworks Event – to consider plans for 2026

16. CORRESPONDENCE & COMMUNICATIONS

16.1 To consider or note 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

Any correspondence received between 06/01/26 & 13/01/26.

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

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

17. DATE OF NEXT MEETING

17.1 Scheduled: 10th February 2026 (7.30pm) – Full Council

18. PUBLIC SESSION

To enable any members of the public present to draw the attention of the Parish Council to any pre-advised matter, at the discretion of the Chair.

Tracy Godden

Tracy Godden Clerk to Dunton Green Parish Council

Wednesday 7th January 2026

www.duntongreen-pc.gov.uk