

## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 10<sup>th</sup> June 2025 at 7.30pm

### 00. PUBLIC SESSION

None.

### 01. PRESENT / APOLOGIES

Present: Cllrs. England, Parker, Copeland, Hersey, Lockey, Carrol, Gomes-Chodynietki, Norton (late)

Apologies: Cllr. Bayley (SDC),

Absent: Cllr. Forster-Pearce

In attendance: Tracy Godden (Clerk), Cllr. Clack (SDC). 1 x Member of Public

### 02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 13<sup>th</sup> May 2025 as a true and accurate record.

### 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 indicated that SDC is working through the situation with the defection of Conservative councillors to the new West Kent Independents group. It was noted that Cllr. Bayley has joined this group and that members of WKI remain members of the Conservative Party.

The big news from the Cleaner & Greener Committee at SDC is the move to alternate weekly bin collections in 2026. From 1<sup>st</sup> April food waste collections will be weekly. From July wheelie bins will be introduced with alternate week collections (recycling (to include glass) one-week, general waste the other). This does mean that there will be a transition period where some collections are weekly and others alternate weeks.

The Local Plan continues to be developed. It is very probable that the green belt sites already identified in Dunton Green will be reclassified as 'grey belt'. It was noted that there has been a significant uplift in sites/possible development locations.

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

The Clerk had attended a webinar about S106 & CIL (KALC) and is due to attend Asset & Service Transfer (SLCC) and The Essentials of Being a Good Employer (KALC) webinars. The Clerk & the Chairman will be attending the KALC Planning Conference. The Clerk has forwarded details of training to councillors to review.

**ACTION: CLERK/FE/ALL**

#### 5.3 Staffing Matters: to note progress regarding recruitment for new role

The job description/person specification is a work in progress but is near completion. The plan is to advertise the job in mid-June, interview in the second half of July and for the job to start from 1<sup>st</sup> September.

**ACTION: CLERK/FE**

#### 5.4 Essential equipment upgrades: to note progress of projects to upgrade the office workstation and to purchase new equipment

Equipment for the workstation has been ordered is due for delivery later in the week. The laptop will be ordered in the next week, and the Clerk will then ask Heliocentrix to set everything up.

**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

Cllrs. Gomes-Chodynietcki and Forster-Pearce attended a meeting of the Police's Independent Advisory Group (IAG). Cllr. Gomes-Chodynietcki did not have her notes with her and so a request was made that a short report of the key points of the meeting be prepared by both councillors to update the Council.

**ACTION: AGC/GFP**

The Clerk will attend the KALC Extraordinary General Meeting on 19<sup>th</sup> June on behalf of the Council.

**ACTION: CLERK**

## 07. CLERK'S REPORT

### Co-option

SDC has confirmed that DGPC may co-opt to fill the vacancy created by the recent resignation. DGPC now has two vacancies to fill.

### Gym Equipment

The repair to the sit up bench has been completed.

### Signage

The play area signage has been finalised and ordered. There is a four to six week lead time for installation.

### Fireworks

It was noted that to have the same length display as last year there will be an increase in cost (from £4680 to £4914 plus VAT), as a result of increases in Employer National Insurance contributions and a slight increase in raw material costs. This increase is more than covered by the budget for 2025/26.

It was also noted that the Chair of the PTA had asked whether it might be possible for them to run a BBQ at the event. The Clerk is waiting to hear whether this has been agreed by the committee. The Box Chef has already been contacted with regard to the possibility of them providing refreshments.

**ACTION: CLERK**

### Sevenoaks District Council – Land Transfers and Sales

It was noted that SDC is trying to transfer or sell 11 parcels of land in a number of parishes. Dunton Green is not impacted.

### Lennard Rd/Station Approach Footway Mirror

The mirror had been vandalised and has now been replaced, However, there has been a complaint that the mirror is too high (and so shows a back garden) and that it is loose. The contractor has advised that the mirror is deliberately not fixed tight, so that there is some give if anyone throws things at it again. It was agreed that the mirror should be lowered, acknowledging that this then makes the mirror more prone to damage.

**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 (if available)

There has been an incident of offensive, racist graffiti at the station. This was reported to the Parish Council by a resident. This has been reported to Kent Police, SDC, British Transport Police and Southeastern.

It was also noted that electric scooters are being seen more frequently some areas of the village.

**8.2 DGPC funded Community Activities:** to note any updates regarding youth and senior activities  
Wednesday basketball sessions have started and the sports sessions for younger children continue on Fridays.

## 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 (31<sup>st</sup> May 2025), 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 31/05/2025

Description	Value £	Value £
<b>Cash in hand 01/04/2025</b>		<b>£171,327.80</b>
ADD Receipts 01/04/2025 – 31/05/2025		£79,352.63
TOTAL		£250,680.43
SUBTRACT		
Payments 01/04/2025 – 31/05/2025		£44,203.59
<b>A: Cash in hand 31/05/2025</b>		<b>£206,476.84</b>
Cash in hand per Bank Statements		
NatWest Reserve 31/05/2025	£70,682.96	
NatWest Current 31/05/2025	£8,051.79	
CCLA Public Sector Deposit 30/04/2025	£87,742.09	
CCLA Local Authorities Property Fund 01/04/2025	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£206,476.84</b>
Less unrepresented cheques		£0.00
TOTAL		£206,476.84
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£206,476.84</b>

**9.2 Annual Governance and Accounts Return:** to note that the notice of the period of the exercise of public rights has been placed and the period has started (3<sup>rd</sup> June to 14<sup>th</sup> July inclusive)  
Noted.

Cllr. Clack leaves.

## 10. ACCOUNTS FOR PAYMENT

**10.1** It was Resolved to note expenditure for May 2025 and June 2025 to date and to approve items for payment in June. 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>May 2025 Payments (reported at April meeting in <i>italics</i>)</b>				
<b>DEBIT CARD</b>	<i>Adobe Systems Software</i>	<i>16.64</i>	<i>0.00</i>	<i>16.64</i>
	<i>Adobe Acrobat monthly subscription</i>			
<b>DD</b>	<i>Hiscox</i>	<i>463.16</i>	<i>0.00</i>	<i>463.16</i>
	<i>Annual Insurance Premium Monthly Payment</i>			

<b>BANK TFR</b>	Streetlights Annual Maintenance Contract (Payment 1 of 2)	915.22	183.04	1098.26
<b>BANK TFR</b>	ONH Planning for Good Balance Invoice for consultancy work to date	2660.00	532.00	3192.00
<b>BANK TFR</b>	SDC Saturday Freighter Hire (April 2025)	231.52	46.30	277.82
<b>DEBIT CARD</b>	Water2 Under sink water filter for Pavilion	107.50	21.50	129.00
<b>BANK TFRS</b>	Staff Salaries & Expenses May 2025	2890.96	0.00	2890.96
<b>DEBIT CARD</b>	Amazon Offic Supplies	42.43	8.50	50.93
<b>DD</b>	Heliocentrix Ltd Telephony / Broadband services	26.75	5.35	32.10
<b>DD</b>	Smartest Energy Pavilion Gas Supply Apr 2025	467.11	23.36	490.47
<b>BANK TFR</b>	Mrs F England Expenses (refreshments for APM)	67.86	0.00	67.86
<b>DD</b>	People's Partnership Pension Payment May 2025	392.71	0.00	392.71
<b>DD</b>	SAGE UK Ltd Payroll software	10.00	2.00	12.00
<b>DEBIT CARD</b>	Tesco Postage	41.44	0.00	41.44
<b>DD</b>	Heliocentrix Ltd Microsoft 365 Licences Apr 2025	99.48	19.90	119.38
<b>DD</b>	EE Mobile phone contract	11.83	2.37	14.20
<b>DD</b>	Npower (was E.ON) Unmetered Electricity Supply Apr 2025	244.53	12.23	256.76
<b>DD</b>	Castle Water Pavilion Water charges	46.84	0.00	46.84
<b>DD</b>	Lebara Mobile phone contract	4.12	0.83	4.95
<b>BANK TFR</b>	KALC Planning Conference (2 tickets)	140.00	28.00	168.00
<b>BANK TFR</b>	Sally Jolly Newsletter Printing (plus leaflet)	1672.40	0.00	1672.40
<b>BANK TFR</b>	Kent Panthers Basketball sessions April to December 2025	1885.00	0.00	1885.00
<b>DEBIT CARD</b>	Zoom Annual Subscription	129.00	0.00	129.00
<b>DD</b>	Smartest Energy Pavilion Electricity Budget Plan payment May	899.17	179.83	1079.00
<b>BANK TFR</b>	Safeplay Playgrounds Ltd Repairs	275.00	55.00	330.00
<b>BANK TFR</b>	SPY Alarms CCTV Repairs	210.00	42.00	252.00
<b>DD</b>	Hugofox Ltd Website	19.99	4.00	23.99
<b>DD</b>	Information Commissioner's Office ICO Subscription	47.00	0.00	47.00
<b>BANK TFR</b>	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing May 2025	984.71	196.94	1181.65
<b>BANK TFR</b>	Gardens of Kent	3479.50	695.90	4175.40

	Grounds Maintenance May 2025			
<b>DD</b>	Heliocentrix Ltd IT Support Apr 2025	77.00	15.40	92.40
<b>BANK TFR</b>	Streetlights Replacement of Pounsley Road and Ivy House Lane damaged columns	2115.00	423.00	2538.00
<b>June 2025 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 Annual Insurance Premium Monthly Payment	463.16	0.00	463.16
<b>BANK TFR</b>	KCC Photocopier leasing	82.52	16.50	99.02
<b>BANK TFR</b>	Mrs F England Chair's Allowance 2025-26	450.00	0.00	450.00
<b>BANK TFR</b>	Safeplay Playgrounds Ltd Quarterly operational inspection	153.00	30.60	183.60
<b>DEBIT CARD</b>	Amazon Sundries (new charging lead/sink plug)	7.65	1.53	9.18
<b>BANK TFRS</b>	Staff Salaries & Expenses June 2025	2689.33	0.00	2689.33
<b>BANK TFR</b>	HMRC Shipley Qtr 1 2025-26 PAYE Tax & NI payment	3529.72	0.00	3529.72
<b>DEBIT CARD</b>	Amazon Office workstation equipment			273.43
<b>June Payments (expected but unconfirmed/not yet paid as at 10/06/25)</b>				
<b>DD</b>	People's Partnership Pension Payment June 2025	389.05	0.00	389.05
<b>DD</b>	Smartest Energy Pavilion Electricity Budget Plan payment June	790.00	158.00	948.00
<b>DD</b>	Npower (was E.ON) Unmetered Electricity Supply May 2025	251.55	12.58	264.13
<b>DD</b>	Castle Water Pavilion Water charges	217.67	0.00	217.67
<b>DD</b>	Heliocentrix Ltd Telephony / Broadband services	26.75	5.35	32.10
<b>DD</b>	Heliocentrix Ltd Microsoft 365 Licences Apr 2025	99.48	19.90	119.38
<b>DD</b>	Heliocentrix Ltd IT Support Apr 2025	77.00	15.40	92.40
<b>DD</b>	SAGE UK Ltd Payroll software	10.00	2.00	12.00

ACTION: CLERK

## 11. DUNTON GREEN FOR THE FUTURE

11.1 To consider proposals for next steps, following an update meeting with ONH Planning for Good.

There had been an update meeting with ONH Planning, attended by the Chair, the Clerk and Cllr. Norton. A client note and proposal for additional support from ONH is being prepared (but was not available for the meeting). It was noted that there had been discussion about DGPC's land and whether it should be put forward as a site in the Local Plan (identified as available for community development) and how DGPC does not want to be a developer (but to negotiate its position to ensure that Dunton Green gets the very best outcome of any potential development). One element of the discussion at the meeting was the importance of the Parish Council's brief. It will be important for the Council to discuss what it wants as this will steer negotiations. It has been suggested that ONH Planning run a

workshop for councillors. The Clerk will provide information as soon as it is available.

**ACTION: CLERK**

## 12. PLANNING

**12.1 CURRENT PLANNING** To ratify comments submitted to SDC between meetings.

**12.1a Planning Application 25/01285/REM**

Location: DSTL Fort Halstead Crow Drive Halstead

Development: Reserved matters application (details relating to appearance, landscaping, layout and scale) pursuant to condition 5 of hybrid planning permission (in outline) 19/05000/HYB for Phase 1 (RM01) works comprising Polhill Roundabout and a section of Crow Drive, with associated infrastructure including landscaping, and to comply with conditions 2, 5, 6, 7, 8, 9, 15 and 55.

**Recommendation: There was no response submitted**

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

**12.2a Planning Application 25/00514/DETAIL**

Location: DSTL Fort Halstead Crow Drive Halstead

Development: Partial details pursuant to condition 42 (construction environmental management plan) of 19/05000/HYB (all Barratt David Wilson owned land for demolition and Phases RM01, RM02, RM03 for construction.

**Recommendation: No comments.**

Cllr. Norton arrives.

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

**12.3a Planning Application 25/00869/HOUSE**

Location: 3 Hillfield Road

Development: Rear extension with rooflights. Porch extension and ground floor internal alterations.

**PLANNING PERMISSION GRANTED**

**12.3b Planning Application 25/00920/HOUSE**

Location: Trenley 68 London Road

Development: Conversion of existing outbuilding to garden room/home office. New single-storey extension to outbuilding.

**PLANNING PERMISSION GRANTED**

**12.4 PLANNING ENFORCEMENT** To note that an alleged breach has been reported to SDC in relation to a property in The Sidings for further investigation.

Noted. Planning enforcement is looking into the allegations.

## 13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

**13.1 Village Green Christmas Tree:** to note concerns and ACTIONS taken

A concern had been raised about the condition of the tree on the village green. On inspection, the grounds maintenance team believe that it has likely been tampered with. It has now been fed and mulched and will be monitored. Whilst at the village green, it was discovered that a number of plants had been dug up from the village green beds. This antisocial behaviour was highlighted on the Parish Council's Facebook page and following this there was an offer of free replacement plants, which has been taken up.

**13.2 Litter and Dog Bins:** to note that to facilitate emptying scheduling, some dog and litter bins will be removed and replaced with dual bins (Lusted Road bin has been replaced)

Noted. The timing of the replacements in the recreation ground is to be confirmed.

### 13.3 Hanging baskets and planters: to note that summer baskets are to be installed as soon as possible

It was noted that the summer displays have now been installed.

## 14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

### 14.1 Highways Meeting: to note information and ACTIONS following the meeting with KCC officers

The Clerk highlighted the following elements of the meeting:

1. Red tarmac replacement: the red tarmac is not lasting as long as had been expected and is expensive (£10,000 per section, as an estimate). KCC will provide a quote and information.
2. Hedge near Station Road/London Road junction: KCC confirms that this is their responsibility, so it needs reporting via their portal as and when it becomes overgrown (if they haven't managed to tend to it in advance).
3. New noticeboard: KCC have indicated that an application is very likely to be approved for a noticeboard on the verge opposite The Miners.
4. Speeds on London Road: a survey was undertaken over a full seven-day period (and not in school holidays) as part of the evidence gathering for supporting an application for Wig Wags (20mph flashing signs near the school) and average speeds are recorded as 31mph.

The Clerk will follow up where necessary.

**ACTION: CLERK**

### 14.2 Road closure concerns: to note issues raised with KCC Highways relating to persistent closures of London Road in the vicinity of the new Corn Mill Place development and response received

There has been much concern about the number of times the road has had traffic lights. KCC have confirmed that they believe that the McCarthy Stone contractors have not been as efficient as they should have been. It is expected that KCC will try to implement a six-month embargo on traffic works (although they cannot veto any works classified as urgent). There is no timeframe as yet for this. Residents have been directed to raise concerns with their SDC and KCC councillors (although the Clerk has provided information).

### 14.3 Verge opposite Miners Arms: to note concerns about the area being used to dump spoil/soil from the new development have been submitted to KCC (who own the verge)

The concerns were raised with KCC, but they have not responded. The soil has been levelled and whilst it still looks a mess, it will recover.

## 15. EVENTS

### 15.1 Litter Picking: to confirm whether an event is to take place in June

Cllr. Gomes-Chodynietcki advised that it had not been possible to arrange a date with the Scouts and so there will be no litter picking event for the foreseeable future.

## 16. CORRESPONDENCE & COMMUNICATIONS

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

16.1a SDC [Email] – Silver Sunday 2025

16.1b SDC [Email] – Chairman's Invitation to Tour of Castle Farm & Afternoon Tea 25/06/25

The Chairman will attend.

**ACTION: FE**

16.1c SDC [Email] – Invitation to Fly the Flag for Armed Forces Day 23/06/25

16.1d KALC [Email] – KALC Update Bulletin

16.1e SDC [Email] – Walking, wheeling and cycling routes consultation (ends 18/07/25)

16.1f CPRE [Email] – Request for further support re solar panel strategies



**16.1g We Are Beams [Email] – Invitation to an event on 23rd June**

Cllrs. Gomes-Chodynieski and Copeland will attend.

**ACTION: AGC/JC**

**16.2 Dunton Green News (newsletter): to note progress of delivery of the Summer 2025 edition; to note next copy deadline of 1<sup>st</sup> August; and to discuss editorial matters (content / advertising)**

Deliveries are going well. The Clerk indicated that the current edition is advert heavy and that it would be helpful if all councillors could provide an article.

**ACTION: CLERK**

**17. CO-OPTION**

No applications for consideration.

**18. DATE OF NEXT MEETING**

18.1 Scheduled: 8<sup>th</sup> July 2025 (7.30pm) – Full Council

**19. PUBLIC SESSION**

The Member of Public (MoP) is a cyclist and reports potholes to KCC. They expressed concern about the design of the mini roundabout on London Road. They also advised that Kent Police won't take video unless they ask for it (unlike the Met who do have a facility to upload video). The Clerk advised that she would follow up on this with Kent Police. The MoP thanked the Council for the newsletter and the work that it does.

The meeting closed at 8.43pm.

Chairman\_\_\_\_\_

Date\_\_\_\_\_