

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

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

Present: Cllrs. Parker, Hersey, Copeland, Gomes-Chodynieski, Forster-Pearce, Carrol, Norton

Apologies: Cllrs. England, Lockey, Bayley (SDC), Clack (SDC), Williams (KCC)

Absent: Cllrs. England, Lockey, Bayley (SDC), Clack (SDC), Williams (KCC)

In attendance: Tracy Godden (Clerk)

In the absence of the Parish Council Chair and Vice Chair, Cllr. Parker was nominated to chair the meeting.

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 10th June 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

No councillors in attendance; no updates received.

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

The Clerk had attended webinars about Asset & Service Transfer (SLCC), The Essentials of Being a Good Employer (KALC) and GDPR Compliance for AGAR 2025/26. The Clerk & the Chair had also attended the KALC Planning Conference. The Clerk has forwarded details of training to councillors to review.

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

The Clerk confirmed that the new post of Assistant Clerk & Facilities Officer has been publicised and that the deadline for applications is 14th July. Interviews are expected to take place w/c 21st July, with a view to a suitable applicant being appointed for a 1ST September start.

ACTION: CLERK/FE

5.4 Remote Meetings and Proxy Voting: to note confirmation of support from Government for local councils to have the option of remote and hybrid meetings (pending legislation)

Noted. It remains to be seen what Councils will be expected to do versus what they will have the power to do, should they wish to.

5.5 Local Council Data Protection Toolkit Service: to ratify the decision to engage Breakthrough Communications to provide this service in advance of changes relating to GDPR and the 2025-26

AGAR and preparations required

It was Resolved to Ratify the decision to pay for the Toolkit (£495 plus VAT) in order to ensure that the Parish Council is able to evidence the new assertion 10 of the 2025-26 AGAR.

ACTION: CLERK

5.6 KALC - Local Government Reorganisation (LGR) Survey: to consider DGPC's response (deadline 21/07)

Time was spent going through the survey to provide the Clerk with sufficient information to submit a response on behalf of the Parish Council, although it was noted that there were questions about the value of such a survey and whether it would make any difference to the overall process of LGR.

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

The Clerk attended the KALC Extraordinary General Meeting on 19th June on behalf of the Council.

Cllr. Forster-Pearce had attended the Police Independent Advisory Group (IAG) with Cllr. Gomes-Chodynietcki, as well as the Public Consultation on the new cycle route around Otford.

07. CLERK'S REPORT

Mirror

To note that the mirror in the Lennard Road/Station Approach footpath has been lowered as requested.

Village Green Planting

To note that the donated plants have been collected and planted in the village green beds (replacing those that had been stolen).

Laptop

A new laptop has been purchased for the Clerk through Heliocentrix. The laptop will be set up and transfer from the old to the new will be organised. There is a three-year HP warranty included.

Portable Appliance Testing (PAT) Kit

The kit is to be sent off for recalibrating. When the new staff member is appointed, they will complete PAT training and conduct tests at the Pavilion.

Tariff for Unmetered Supply (UMS)

The contract for UMS (for streetlighting) has ended and charges have increased (the contract prices were fixed before the energy crisis when rates were very low). The Parish Council is now on a tariff which is cheaper than the standard rates which were implemented at the end of the contract.

Food Waste and Garden Waste Collections

Following the June meeting, Cllr. Lockey contacted Cllr. Clack (SDC) with Government information about food and garden waste collection and a request that consideration be given to these elements being collected together. Cllr. Clack will liaise with the Cleaner & Greener Committee at SDC.

Rural Housing Week

Taking place 7-11 July 2025, there is a lot of information about how the Rural and Community Housing Enabling service (RACE) can help parish councils with Housing Needs Surveys and the types of housing schemes that can be adopted to address local needs.

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)

Members noted the recent Police newsletter. There was also discussion about antisocial behaviour in the village (alleged racist incident at the court areas of the recreation ground; offensive graffiti at the station (on a lamp post); nuisance motorbike at the recreation ground; CCTV cables cut at the recreation ground and a fencing panel forced out in a section of the MUGA).

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 June 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 30/06/2025

Description	Value £	Value £
Cash in hand 01/04/2025		£171,327.80
ADD Receipts 01/04/2025 – 30/06/2025		£83,665.01
TOTAL		£254,992.81
SUBTRACT		
Payments 01/04/2025 – 30/06/2025		£55,116.95
A: Cash in hand 30/06/2025		£199,875.86
Cash in hand per Bank Statements		
NatWest Reserve 30/06/2025	£60,745.08	
NatWest Current 30/06/2025	£11,066.92	
CCLA Public Sector Deposit 31/05/2025	£88,063.86	
CCLA Local Authorities Property Fund 01/04/2025	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£199,875.86
Less unrepresented cheques		£0.00
TOTAL		£199,875.86
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£199,875.86

10. ACCOUNTS FOR PAYMENT

10.1 It was Resolved to note expenditure for June 2025 and July 2025 to date and to approve items for payment in July. 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 £
June 2025 Payments (reported at June meeting in <i>italics</i>)				
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	<i>16.64</i>	<i>0.00</i>	<i>16.64</i>
DD	<i>Hiscox Annual Insurance Premium Monthly Payment</i>	<i>463.16</i>	<i>0.00</i>	<i>463.16</i>
BANK TFR	<i>KCC Photocopier leasing</i>	<i>82.52</i>	<i>16.50</i>	<i>99.02</i>
BANK TFR	<i>Mrs F England Chair's Allowance 2025-26</i>	<i>450.00</i>	<i>0.00</i>	<i>450.00</i>
BANK TFR	<i>Safeplay Playgrounds Ltd Quarterly operational inspection</i>	<i>153.00</i>	<i>30.60</i>	<i>183.60</i>

DEBIT CARD	Amazon Sundries (new charging lead/sink plug)	7.65	1.53	9.18
BANK TFRS	Staff Salaries & Expenses June 2025	2689.33	0.00	2689.33
BANK TFR	HMRC Shipley Qtr 1 2025-26 PAYE Tax & NI payment	3529.72	0.00	3529.72
DEBIT CARD	Amazon Office workstation equipment	227.84	45.59	273.43
DD	People's Partnership Pension Payment June 2025	389.05	0.00	389.05
DD	Smartest Energy Pavilion Electricity Budget Plan payment June	790.00	158.00	948.00
DD	Npower (was E.ON) Unmetered Electricity Supply May 2025	251.55	12.58	264.13
DD	Castle Water Pavilion Water charges	217.67	0.00	217.67
DD	Heliocentrix Ltd Telephony / Broadband services	26.75	5.35	32.10
DD	Heliocentrix Ltd Microsoft 365 Licences Apr 2025	99.48	19.90	119.38
DD	Heliocentrix Ltd IT Support Apr 2025	77.00	15.40	92.40
DD	SAGE UK Ltd Payroll software	10.00	2.00	12.00
DEBIT CARD	Amazon Pavilion Supplies (sink plug)	4.16	0.83	4.99
BANK TFR	Breakthrough Communications Data Protection Compliance Support (12 months)	495.00	99.00	594.00
DD	Smartest Energy Pavilion Gas (May)	286.88	14.34	301.22
BANK TFR	Streetlights Supply and installation of replacement mirror (Lennard Rd/Station Approach footway)	151.00	30.20	181.20
DD	EE Mobile phone contract	11.83	2.37	14.20
DD	Lebara Mobile phone contract	4.12	0.83	4.95
DD	Hugofox Ltd Website	19.99	4.00	23.99
July 2025 Payments to date				
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd) Pavilion cleaning, jet washing June 2025	929.71	185.94	1115.65
BANK TFR	Gardens of Kent Grounds Maintenance June 2025	3199.50	639.90	3839.40
BANK TFR	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DD	Hiscox Annual Insurance Premium Monthly Payment	463.16	0.00	463.16
DD	Heliocentrix Ltd Supply of new laptop, set up and warranty	786.19	157.24	943.43
BANK TFRS	Staff Salaries & Expenses July 2025	2857.05	0.00	2857.05
BANK TFR	SDC Dog Bins/Litter bins & litter picking Apr-Jun	442.00	88.40	530.40
July Payments (expected but unconfirmed/not yet paid as at 08/07/25)				

DEBIT CARD	Risk Assessment Products Ltd Replacement defib battery & pads (village hall)	186.78	37.36	224.14
DD	People's Partnership Pension Payment July 2025	392.10	0.00	392.10
DD	Smartest Energy Pavilion Electricity Budget Plan payment June	790.00	158.00	948.00
DD	Smartest Energy Pavilion Gas (Jun)	216.17	10.81	226.95
DD	Npower (was E.ON) Unmetered Electricity Supply June 2025	238.71	11.94	250.65
DD	Castle Water Pavilion Water charges	12.16	0.00	12.16
DD	Heliocentrix Ltd Telephony / Broadband services	26.75	5.35	32.10
DD	Heliocentrix Ltd Microsoft 365 Licences June 2025	99.48	19.90	119.38
DD	Heliocentrix Ltd IT Support June 2025	77.00	15.40	92.40
DD	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 and to resolve to agree next steps, following an update meeting with ONH Planning for Good

Councillors had been provided with a report and plan for next steps from ONH Planning for Good. It was Resolved to proceed with the stages as outlined in the documentation, starting with the Strategy Stage proposed for July – November 2025.

ACTION: CLERK

11.2 To consider an interest expressed to purchase Price's Wood (land that was gifted to the Parish Council for its protection and community use)

Members considered the communication indicating that there remained an interest in purchasing Price's Wood. It was Resolved that the Council will not sell the wood, which was gifted to the Parish Council and is maintained in accordance with the covenants associated with the land and the wishes of Mr Price. The Clerk was asked to inform the interested party.

ACTION: CLERK

12. PLANNING

12.1 CURRENT PLANNING To consider the applications and to resolve to agree recommendations. No applications.

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

12.2a Planning Application 25/01789/WTPO

Location: Historic Fort Halstead Crow Drive Halstead

Development: Various works to trees.

FOR INFORMATION ONLY

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Recreation Ground Trees: to note that an inspection has been carried out following a branch fall and consider any remedial actions that might need to be taken

There is a need to lift the canopies of a number of trees and works totalling less than £400 have been authorised by the Clerk and will be completed this week.

13.2 Recreation Ground Play Equipment Repairs: to consider that all medium risk items should be authorised for completion.

It was Resolved that works to rectify medium risk issues identified in the last operational report (totalling £1500) should be authorised. It was noted that the final cost for the reinstallation of a dislodged panel (or its replacement) has yet to be confirmed, but that this will be at an additional cost. It was Resolved that this work should also be authorised. It was noted that there is a 4-6 week lead time for works completion.

ACTION: CLERK

14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

14.1 Mill Road: to note new waiting restrictions and to consider submitting comments if deemed necessary

Noted.

14.2 Hedge on the boundary of the new Corn Mill Place development: to note resident concerns about the potential for sight lines to be affected when exiting Mill Road

Noted.

14.3 London Road: to note resident concerns about speeding (contrary to latest data captured by KCC) and request for a speed camera

Noted. The latest data indicates average speed on London Road is 31mph and it was noted that the resident has been advised that a speed camera is unlikely as the positioning requirements exclude parts of the road as suitable locations. The Clerk has requested that the Police conduct speed checks.

14.4 Road closure: A225 Station Road and A225 Sevenoaks Road – to note closures from 23rd July for six weeks to facilitate gas main upgrades

Noted.

14.5 KCC National Highways and Transport Survey 2025-26: to consider responding to six independent surveys

Members concluded that six separate surveys are too many to complete.

14.6 London Road: to note resident concerns about waste collection day littering (SDC to resolve)

Noted. The matter is being followed by SDC councillors (SDC being responsible for waste collections).

15. EVENTS

15.1 SDC Family Fun Day – Wednesday 30th July at the Recreation Ground

Noted. Publicity will be distributed in the coming weeks.

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 SDSAF [Email] – Sevenoaks District Seniors Newsletter 62

16.1b DRiPS [Email] – Darent River Preservation Society 40th Birthday Party Invitation (17/08)

- 16.1c CPRE [Email] – Request for help: email MP to keep local voices in planning
- 16.1d Kent Police [Email] – Independent Advisory Group Meeting Notes
- 16.1e KCC [Email] – Road Safety & Active Travel Group Newsletter
- 16.1f CPRE [Email] – CPRE Kent officer changes and Sevenoaks Report
- 16.1g SDC [Email] – Sevenoaks Volunteer Fair 18th July (Stag Theatre)
- 16.1h Clerks & Councils Direct – July 2025 edition

16.2 Dunton Green News (newsletter): to note next copy deadline of 1st August; and to discuss editorial matters (content / advertising)

It was noted that Cllr. Hersey has provided a From the Archives article and the Clerk asked Cllrs. Gomes-Chodynietki and Forster-Pearce for an article about the IAG. The Clerk will also recirculate a list of potential article topics for members to consider.

ACTION: CLERK/AGC/GFP

17. CO-OPTION

No applications for consideration.

18. DATE OF NEXT MEETING

18.1 Scheduled: 9th September 2025 (7.30pm) – Full Council

19. PUBLIC SESSION

None.

The meeting closed at 8.43pm.

Chair_____

Date_____