



## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 11<sup>th</sup> November 2025 at 7.30pm

### 00. PUBLIC SESSION

None.

### 01. PRESENT / APOLOGIES

Present: Cllrs. England, Hersey, Royston, Copeland, Carroll, Fenn, Gomes-Chodyniecki, Lockey (late), Norton (late),

Apologies: Cllrs. Parker, Forster-Pearce, Bayley (SDC)

In attendance: Tracy Godden (Clerk), Rebecca Norburn (Asst. Clerk/Facilities Officer), Cllrs. Clack (SDC), Williams (KCC) and two Members of the Public

### 02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 14<sup>th</sup> October 2025 as a true and accurate record.

Cllr. Lockey arrives.

### 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. Williams (KCC) advised that resignations of Reform councillors at KCC has caused imbalance at the council, affecting committees. Committees are usually set up to reflect the political party make up of the council. Some key committees have lost Reform councillors which has affected the Council's ability to operate effectively, impacting officers at KCC and external organisations (such as budget setting for Kent Fire & Rescue Service). A part of the process of Local Government Reorganisation (LGR), proposals about how many unitary authorities should be set up are to be submitted to Government on 28<sup>th</sup> November.

The Clerk added that KCC is looking at a single unitary authority option. Sevenoaks District is looking at a three unitary authority model.

Cllr. Clack (SDC) commented on the issues at SDC and the election of a new leader as a result (Cllr. Hogarth standing down following a vote of no confidence). Cllr. Clack had joined parents on a walk to the primary school following concerns being raised and will have another go at getting more school signage. The Local Plan consultation period has begun.

Cllr. Norton arrives.

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

The Clerk confirmed attendance at an SLCC Clerks' conference and that she and the Asst. Clerk will be attending the KALC Clerks' conference. Details of training for councillors will continue to be forwarded.

**ACTION: CLERK/ASST. CLERK**

### 5.3 Policies: Review of existing policies

#### 5.3a Dignity at Work Policy

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

**ACTION: CLERK**

#### 5.3b Scheme of Delegation

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

**ACTION: CLERK**

#### 5.3c Risk Register & Policy

Members considered all the items on the risk register, including the additional section covering events. It was Resolved to adopt the revised risk register and policy, acknowledging that risk assessments are completed throughout the year, as required. The website will be updated with the current version.

**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 Vice Chair had joined Cllrs. Clack (SDC) and Williams (KCC) on a walk to school with concerned parents (following an incident on the highway had flagged issues with safe passage to the school).

## 07. CLERK'S REPORT

### Lennard Road to Station Approach footpath - Mirror

Since the last meeting, the mirror has been vandalised again. A refurbished mirror has been installed but possible other solutions will be investigated for the health and safety of users of the footpath.

### DGPC Assets - Cleaning

The Asst. Clerk has been asked to draft a document scoping cleaning requirements through the village. There appears to be a need to have the following cleaned on a regular basis: noticeboards, defibrillator cabinets, DGPC asset signage and the timber bus shelter. Members also need to consider whether street name signage (which are not DGPC assets) should also be included (following on from a resident complaint about their condition). The document and any quotations received will be brought to the December meeting.

**ACTION: ASST. CLERK/CLERK**

### Christmas decorations - Pavilion

The Parish Council has an old optic fibre tree and paper decorations which are all starting to look tired. The Clerk would like to purchase two new artificial trees (one for the Main Hall and one for the main foyer area), ones that are pre-lit, and some new baubles.

It was Resolved that new decorations be purchased for the Pavilion.

**ACTION: ASST. CLERK/CLERK**

### DG Pavilion – Regular hirers

The Asst. Clerk has been asked prepare information for the December meeting detailing the new hirers we have at the Pavilion. Alongside this will be proposals and suggestions to further increase the variety and number of regular hirers at the Pavilion.

**ACTION: ASST. CLERK/CLERK**

## 08. COMMUNITY DEVELOPMENT & SAFETY

### 8.1 Anti-Social Behaviour (ASB) - to note or consider any issues brought to the attention of the Parish Council and to note the latest Police newsletter (if available)

The Police newsletter had been forwarded to members by email for information. There had been some issues over the week leading to Halloween around very large groups of young people and incidents of broken glass at the Recreation Ground (in the MUGA) and on London Road. Three adult males had also set off a significant number of fireworks in the tennis court on Sunday 3<sup>rd</sup> November.

**8.2 DGPC funded Community Activities:** to note any updates regarding youth and senior activities  
It was noted that the Lunch Club was going very well. There had been no concerns raised by attendees about the price increase and there had been praise that quality of the food being served is significantly improved. The volunteers are all very happy with how everything is progressing.

**ACTION: CLERK**

Cllrs. Clack (SDC) and Williams (KCC) leave.

## 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> October), 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 31/10/2025

Description	Value £	Value £
<b>Cash in hand 01/04/2025</b>		<b>£171,327.80</b>
ADD Receipts 01/04/2025 – 31/10/2025		£166,457.66
<b>TOTAL</b>		<b>£337,785.46</b>
SUBTRACT		
Payments 01/04/2025 – 31/10/2025		£127,367.26
<b>A: Cash in hand 31/10/2025</b>		<b>£210,418.20</b>
Cash in hand per Bank Statements		
NatWest Reserve 31/10/2025	£70,666.80	
NatWest Current 31/10/2025	£10,424.58	
CCLA Public Sector Deposit 30/09/2025	£89,326.82	
CCLA Local Authorities Property Fund 01/04/2025	£40,000.00	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£210,418.20</b>
Less unpresented cheques		£0.00
<b>TOTAL</b>		<b>£210,418.20</b>
Plus unpresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£210,418.20</b>

## 10. ACCOUNTS FOR PAYMENT

**10.1 It was Resolved to note expenditure for October 2025 and November 2025 to date and to approve items for payment in November. 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>October 2025 Payments (reported at October meeting in <i>italics</i>)</b>				
<b>BANK TFR</b>	<i>Gardens of Kent Grounds Maintenance September 2025</i>	3560.50	712.10	4272.60
<b>BANK TFR</b>	<i>ONH RCOH Ltd Stage 1 payment of consultancy fees</i>	3010.00	602.00	3612.00

<b>BANK TFR</b>	<i>Bishops Services Ltd Pavilion cleaning, jet washing September 2025</i>	929.71	185.94	1115.65
<b>BANK TFR</b>	<i>Mrs R Norburn Expenses (Fireworks refreshments/water)</i>	69.75	0.00	69.75
<b>DEBIT CARD</b>	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	16.64	0.00	16.64
<b>BANK TFR</b>	<i>KCC Fee to use streetlights – Christmas decs 2025</i>	41.00	0.00	41.00
<b>BANK TFR</b>	<i>Streetlights Supply and installation of mirror (Lennard Rd)</i>	151.00	30.20	181.20
<b>BANK TFR</b>	<i>Kent County Playing Fields Association Annual subscription 2025/26</i>	20.00	0.00	20.00
<b>BANK TFR</b>	<i>Diane Carey (The Kitchen) Lunch Club catering October 2025</i>	150.00	0.00	150.00
<b>DEBIT CARD</b>	<i>The Flag Shop 4x Union flags (1 to go up, plus spares)</i>	23.17	4.63	27.80
<b>BANK TFR</b>	<i>Streetlights Supply and installation of extension for Lennard Rd footpath column</i>	120.00	24.00	144.00
<b>BANK TFRS</b>	<i>Staff Salaries &amp; Expenses Oct 2025</i>	4133.09	0.00	4133.09
<b>BANK TFR</b>	<i>SDC Saturday Freighter</i>	254.62	50.92	305.54
<b>DD</b>	<i>Heliocentrix Ltd Telephony / Broadband services</i>	26.75	5.35	32.10
<b>DD</b>	<i>People's Partnership Pension Payment Oct 2025</i>	403.41	0.00	403.41
<b>DD</b>	<i>EDF Pavilion Gas Sept 2025</i>	135.62	6.78	142.40
<b>DD</b>	<i>Npower (was E.ON) Unmetered Electricity Supply Sept 2025</i>	173.90	8.70	182.60
<b>DD</b>	<i>Heliocentrix Ltd Microsoft 365 Licences Billing for September</i>	93.96	18.79	112.75
<b>DD</b>	<i>Heliocentrix Ltd IT Support Billing for September</i>	77.00	15.40	92.40
<b>DD</b>	<i>SAGE UK Ltd Payroll software October 2025</i>	11.00	2.20	13.20
<b>DEBIT CARD</b>	<i>123 Reg Ltd Domain name (old)</i>	12.99	2.60	15.59
<b>BANK TFR</b>	<i>Imperative Training Ltd (Defib Spares) New pads for gym defib</i>	79.95	15.99	95.94
<b>BANK TFR</b>	<i>KCC Procurement Services Photocopier</i>	30.68	6.14	36.82
<b>DEBIT CARD</b>	<i>SJA E-Learning Legionella Awareness Course (Staff)</i>	32.50	6.50	39.00
<b>DD</b>	<i>Castle Water Ltd Pavilion Water</i>	38.17	0.00	38.17
<b>DEBIT CARD</b>	<i>Lebara Mobile phone</i>	4.12	0.83	4.95
<b>DD</b>	<i>EE Mobile phone</i>	11.83	2.37	14.20
<b>DEBIT CARD</b>	<i>RBL Poppy Appeal Wreaths (DGPC £22.25/Scouts £28.50)</i>	42.29	8.46	50.75
<b>DEBIT CARD</b>	<i>RBL Poppy Appeal Donation</i>	77.75	0.00	77.75

DD	Hugofox Ltd Website	19.99	4.00	23.99
BANK TFR	Spy Alarms Ltd Intruder Alarm Maintenance & Monitoring	1008.00	201.60	1209.60
BANK TFR	Spy Alarms Ltd Fire Alarm Maintenance	522.00	104.40	626.40
BANK TFR	Spy Alarms Ltd CCTV Maintenance	253.00	50.60	303.60
<b>November 2025 Payments to date</b>				
DEBIT	Adobe Systems Software	16.64	0.00	16.64
CARD	Adobe Acrobat monthly subscription			
DD	Hiscox Insurance premium (1 <sup>st</sup> payment for 2025/26)	529.12	0.00	529.12
BANK TFR	Streetlights Annual Maintenance contract (payment 2 of 2)			1098.26
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	Post Office	5.40	0.00	5.40
CARD	Postage for book sale (to be repaid)			
DEBIT	Amazon Office supplies	19.56	3.92	23.48
CARD				
DEBIT	Amazon First Aid Kit (events)	13.32	2.67	15.99
DEWBET	Dropbox	79.90	15.98	95.88
CARD	Annual subscription			
BANK	Staff Salaries & Expenses	4109.66	0.00	4109.66
TFRS	Nov 2025			
BANK TFR	Gardens of Kent Grounds Maintenance October 2025	3350.50	670.10	4020.60
DEBIT	Amazon Office supplies	63.39	12.69	76.08
<b>November Payments (expected but unconfirmed/not yet paid as at 11/11/25)</b>				
BANK TFR	Bishops Services Ltd Pavilion cleaning, jet washing October 2025	929.71	185.94	1115.65
BANK TFR	Streetlights Installation of repaired mirror (Lennard Rd)	90.00	18.00	108.00
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	970.33	194.07	1164.40
DD	Castle Water Ltd Pavilion Water	64.49	0.00	64.49
BANK TFR	CJS Plants Winter hanging baskets and planters	3875.00	775.00	4650.00
DD	Heliocentrix Ltd Microsoft 365 Licences Billing for October	93.96	18.79	112.75
DD	Heliocentrix Ltd	77.00	15.40	92.40

	IT Support Billing for October			
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

ACTION: CLERK

## 11. DUNTON GREEN FOR THE FUTURE [Confidential Item]

It was Resolved to move this item to the end of the agenda.

## 12. PLANNING

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

12.1a Planning Application 25/02419/HOUSE

Location: 49 London Road

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

**Recommendation: Support, but defer to Kent Highways comments**

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

No planning applications for consideration.

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

12.3a Planning Application 25/02575/MMA

Location: 5 & 6 Lennard Road

Development: Amendment to 22/01036/FUL to include an additional first floor side window and solar panels, removal of porch.

**Application declared invalid:** Following a visit of the site by the case officer it was found that the proposed plans do not match the works undertaken. Updated details to reflect the built works on site will need to be provided.

12.3b Planning Application 25/02197/HOUSE

Location: 31 Lennard Road

Development: First floor rear extension and associated roof alterations. Alterations to roof fenestration.

**Planning permission GRANTED**

Any planning notifications received between 05/11/2025 & 11/11/25 will also be considered

12.4 LOCAL PLAN (PLAN 2042) To note and consider residents' opposition to the Local Plan

proposals and requests for an information session in Dunton Green

Members were aware of the understandable level of local discontent with the Local Plan proposals and the consultation process generally from social media posts (there has been minimal direct contact with DGPC).

Information relating to some of the concerns has been relayed to DGPC's Planning Consultants for factoring into its representations to SDC. The Clerk has ensured that there is information (supplied by SDC) on DGPC's website to assist residents with responding to the consultation, as well as details of Pop In sessions (notably not one in Dunton Green) and where information is on SDC's website. There is to be an additional meeting of the Parish Council specifically to agree the response to the Local Plan consultation and to provide some time for members of the public to raise their concerns.

12.5 POLHILL CARAVAN SITE To consider the provision of a representation on the proposed sale by KCC of this site

Local Authorities have a statutory duty to provide sites for travellers. Legally, the Polhill site is a traveller site. It is part of the statutory provision. If KCC is wishing to transfer the site to another owner, the transfer should be made to SDC. The site should not be sold. If it is, it can no longer be included in the total number of sites that are available, and additional provision will need to be identified.

It was Resolved that DGPC does not support the private sale of Polhill Caravan Site and that a response to the consultation should be submitted to reflect this.

**ACTION: CLERK**

One Member of the Public leaves.

## 13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

### 13.1 Pavilion Water Issues: to note the latest status

Everything is now back to normal at the Pavilion, following additional testing.

It was noted that the drains have been rodded and a blockage dealt with (thanks to Cllrs. Hersey and Copeland).

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

The Clerk advised that installation is expected before the end of the year, but that there was not yet a firm timing for the work to be undertaken.

## 14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

### 14.1 To review the Highways Improvement Plan (HIP)

An update to the HIP had been provided in advance of the meeting to members. The HIP now contains a request that works be undertaken to reduce the flooding of the underpass by the school. DGPC promotes this as a safe route, but this is not always the case when it is flooded. This has been raised via KCC's fault reporting tool as well, and KCC/SDC will be asked if the site can be attended more frequently to try to reduce and limit the accumulation of silt and leaves which factor into the issue. The school will also be asked to assist as much of the leaf debris in the area is from trees on the school site.

**ACTION: CLERK**

### 14.2 To note and consider concerns about safe routes to the school

Following an incident where a vehicle mounted a pavement on London Road (at the Lennard Road junction) and stayed on it for approximately 25m, concerns have been raised by a family that walks to school. There is nothing that can be done to widen pavements, but DGPC is actively asking residents to keep hedges and vegetation cut back so that they do not encroach on already narrow pavements. DGPC is also asking for a resolution to limit the amount of flooding of the underpass by the school. The Parish Council also supports more signage to inform drivers that there is a school in the area. It was also noted that even though the incident had allegedly been reported, local Kent Police can find no record of this. It was suggested that the Clerk ask for a crime reference number for the report.

**ACTION: CLERK**

Following discussion, members have asked for a further update to the HIP to include a request for a pelican crossing instead of the zebra crossing by the Duke's Head as a means of providing a safe crossing point and to slow traffic travelling through the village (given that all other requests for assistance with this have been rejected).

**ACTION: CLERK**

## 15. EVENTS

### 15.1 Remembrance Day Service -Sunday 9<sup>th</sup> November

The event had gone very well, with good support from the community. It was noted that preparations for next year's event should start in the summer, so that everything can be arranged and ready a month before the event.

**ACTION: CLERK/ASST. CLERK**

### 15.2 Christmas Singalong - Friday 19<sup>th</sup> December 6pm

There is a need for more councillors to be involved on the night and for plans to be made (including a risk assessment) in advance of the evening. The Clerk will issue a follow up email and will see if there are any additional volunteers that might be persuaded to help.

**ACTION: CLERK/ ASST. 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 Clerks & Councils Direct – November 2025
- 16.1b Allotment & Leisure Gardener – Issue 4 2025
- 16.1c Countryside Voices (CPRE) - Autumn/Winter 2025
- 16.1d Kent Countryside Voice (CPRE) – Autumn-Winter 2025/26

16.2 Dunton Green News (newsletter): to discuss editorial matters (content / advertising)

Articles had been provided by two councillors, and the Clerk was working on the newsletter. It should be available for distribution in early December. There will need to be some changes to delivery routes so that the two new councillors can take on some of the deliveries but that may not happen until the Spring edition. In the meantime, councillors should continue to send in articles that can be banked for use in future newsletters.

**ACTION: ALL**

## 17. DATE OF NEXT MEETING

17.1 Scheduled:

- 2<sup>nd</sup> December 2025 (7.30pm) – Extra Ordinary Full Council Meeting (Local Plan discussion)
- 9<sup>th</sup> December 2025 (7.30pm) – Full Council

## 18. PUBLIC SESSION

None.

In view of the confidentiality of the following item (12.1), it was Resolved to exclude the Press and Public from the meeting in accordance with The Public Bodies (Admission to Meetings) Act 1960, to discuss the item in accordance with Standing Order 3 (d).

Cllr. Gomes Chodynieceki and the remaining Member of the Public leave.

## 11. DUNTON GREEN FOR THE FUTURE [Confidential Item]

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

Members had been provided with a copy of the Vision document prepared by ONH on 24<sup>th</sup> September and a draft Brief prepared 28<sup>th</sup> October to consider. Members were satisfied with the documents other than a request to remove reference to 4G pitches and replace with a more general ‘sports’ pitches term. It was noted that a meeting has been scheduled with Sevenoaks District Council for 17<sup>th</sup> November.

**ACTION: CLERK**

The meeting closed at 9.01pm.

Chair \_\_\_\_\_

Date \_\_\_\_\_