

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 9th June 2026 at 7.30pm

00. PUBLIC SESSION

None.

01. PRESENT / APOLOGIES

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

Apologies: Cllrs. Royston, Norton, Forster-Pearce, Carrol, Bayley (SDC), Clack (SDC)

In attendance: Tracy Godden (Clerk), Rebecca Norburn (Asst. Clerk/Facilities Officer), 2 x Members of Public

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 12th May 2026 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 and no updates available.

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

Cllr. Parker had attended an online planning training session, and the Asst. Clerk had attended a face-to-face paly equipment inspection training session.

5.3 Policies: Review of existing policies

5.3a Meeting Attendance Policy and Guidance

Members reviewed the policy. There were no suggested changes. It was Resolved to adopt this version. The website will be updated with this version.

ACTION: CLERK

5.3b Communications Policy

Members reviewed the policy. There were no suggested changes. It was Resolved to adopt this version. The website will be updated with this version.

ACTION: CLERK

5.3c Social Media & Electronic Communication Policy

Members reviewed the policy. There were no suggested changes. It was Resolved to adopt this version. The website will be updated with this version.

ACTION: CLERK

5.3d CCTV Policy

Members reviewed the policy. There were no suggested changes. It was Resolved to adopt this version. The website will be updated with this version.

ACTION: CLERK

5.3e Data & Document Retention Policy (formerly Document Retention Policy)

Deferred to July meeting.

ACTION: CLERK

5.3f Training & Development Policy

Members reviewed the policy. There were no suggested changes. It was Resolved to adopt this version. The website will be updated with this version.

ACTION: CLERK

5.3g Vexatious Policy

Members reviewed the policy. There were no suggested changes. It was Resolved to adopt this version. The website will be updated with this version.

ACTION: CLERK

5.4 Policies: To consider new policies**5.4a Tree Management Policy**

Having reviewed the details, it was Resolved to adopt this new policy. The website will be updated to include this policy.

ACTION: CLERK

06. RISK

Nothing to note.

07. DGPC REPRESENTATIVES – EXTERNAL BODIES**7.1 To consider feedback from any meetings attended by DGPC's representatives on external bodies and to note any meetings due to be attended**

No meetings held. It was noted that the Treasurer of the Donnington Hall Management Committee has resigned, and a volunteer is sought to replace them. The Clerk offered to share that information.

ACTION: GH/CLERK

08. CLERK'S REPORT**Staff Mobile Phones**

Following the May meeting, new phones were ordered and set up by Heliocentrix for the Clerk and Assistant Clerk. This will facilitate set up of the Civic.ly app for asset management going forward.

Scribe Bookings

DGPC has now subscribed to this application which once embedded into the DGPC website will facilitate a more streamlined bookings system and will enable hirers to check availability.

NALC Comments on the King's Speech

NALC has expressed disappointment that the government's legislative programme in the King's Speech failed to include measures to enable remote and hybrid council meetings permanently and expressed deep concern that there was an absence of legislation to strengthen the standards regime in local government.

No Mow May and summer

Further to the May meeting, an area to the left of the tree line at the recreation ground will be left unmown for the summer. This area grows less vigorously and so won't be difficult to recover later in the year. At Longford Meadow, the verge area in front of the sports fencing behind the lower goal will also be left unmown.

09. COMMUNITY DEVELOPMENT & SAFETY**9.1 Anti-Social Behaviour– to note or consider any issues brought to the attention of the Parish Council and to receive an update following a meeting with Police and Community Safety (SDC)**

It was noted that there has been a continuation of antisocial behaviour (ASB) in the village. Issues include damage to noticeboards around the courts (Perspex has already been replaced, was replaced again at the weekend and one of

the noticeboards has already been damaged again), glass on the MUGA and tennis court after the last bank holiday weekend (gates were chained and padlocked as a result, to facilitate clean up, but youths broke into the gates and chains and padlocks have gone missing). A meeting has taken place between the Clerk, Asst. Clerk, PC Wilson and Maxine Quinton (SDC Community Safety team). The Parish Council will continue to report all incidents of ASB and criminal damage affecting its property in order to build up data and evidence of issues, to warrant more Police attention. There has been a significant amount of time afforded to checking CCTV and formally reporting incidents, as well as arranging for clean-up and repairs. This adversely impacts the workload of Parish Council staff. It was also noted that the Police had visited the recreation ground on the Saturday following the bank holiday, had engaged with a few young people and that there had been no ASB issues over that weekend. This supports the contention that if the Police could visit the area more frequently, this will go a long way to improving the situation.

ACTION: CLERK/ASST. CLERK

9.2 DGPC funded Community Activities – to note any updates

Advertising for the basketball has been stepped up following communications with Kent Panthers. There had been a concern that sessions were not going ahead (based on queries from members of the public). This will be monitored.

ACTION: CLERK

10. FINANCE

10.1 To receive a Bank Reconciliation (to the end of the previous month) and to acknowledge balance statement values have been verified.

The Clerk presented two bank reconciliation (to 30th April and 31st May), and it was Resolved that they be accepted. Two Parish Councillors have verified all the bank balances stated on the reconciliations against the bank / investment statements.

BANK RECONCILIATION TO END 30/04/2026

Description	Value £	Value £
Cash in hand 01/04/2026		£72,697.71
ADD Receipts 01/04/2026 – 30/04/2026		£80,751.30
TOTAL		£153,449.01
SUBTRACT		
Payments 01/04/2026 – 30/04/2026		£24,037.77
A: Cash in hand 30/04/2026		£129,411.24
Cash in hand per Bank Statements		
NatWest Reserve 30/04/2026	£80,041.97	
NatWest Current 30/04/2026	£8,228.15	
CCLA Public Sector Deposit 30/04/2026	£41,141.12	
TOTAL CASH IN HAND per Bank Statements		£129,411.24
Less unrepresented cheques		£0.00
TOTAL		£129,411.24
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£129,411.24

BANK RECONCILIATION TO END 31/05/2026

Description	Value £	Value £
Cash in hand 01/04/2026		£72,697.71
ADD Receipts 01/04/2026 – 31/05/2026		£83,650.16
TOTAL		£156,347.87
SUBTRACT		
Payments 01/04/2026 – 31/05/2026		£41,493.02
A: Cash in hand 31/05/2026		£114,854.85
Cash in hand per Bank Statements		
NatWest Reserve 31/05/2026	£60,091.83	
NatWest Current 31/05/2026	£13,478.40	

CCLA Public Sector Deposit 31/05/2026	£41,284.62	
TOTAL CASH IN HAND per Bank Statements		£114,854.85
Less unrepresented cheques		£0.00
TOTAL		£114,854.85
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£114,854.85

11. ACCOUNTS FOR PAYMENT

11.1 It was Resolved to note expenditure for May and June 2026 to date and to approve items for payment in June. A list of bank transfers, debit card payments and direct debits (with supporting documentation) is provided and is to be signed off by two councillors.

Payment Type	Description	Net £	VAT £	Gross £
May 2026 Payments (reported at May meeting in <i>italics</i>)				
BANK TFR	<i>Bishops Services Ltd Pavilion cleaning/jet wash/windows April 26</i>	961.67	192.34	1154.01
BANK TFR	<i>Gardens of England Grounds Maintenance April 2026</i>	3723.25	744.65	4467.90
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	16.64	0.00	16.64
DD	<i>Hiscox Insurance premium (7th payment for 2025/26)</i>	529.05	0.00	529.05
BANK TFR	<i>Jackie Meeson Lunch for April DG Lunch Club</i>	221.00	0.00	221.00
BANK TFR	<i>Diane Carey Lunch for May DG Lunch Club</i>	227.50	0.00	227.50
DD	<i>SDC Non-domestic rates (2nd of 10 payments)</i>	80.00	0.00	80.00
BANK TFRS	<i>Staff Salaries & Expenses May 2026</i>	4178.39	0.00	4178.39
BANK TFR	<i>Starboard Systems Ltd Civic.ly Asset Management App Subscription</i>	84.00	16.80	100.80
BANK TFR	<i>Lionel Robbins Annual Internal Audit 2025-26</i>	210.00	0.00	210.00
BANK TFR	<i>Mrs F England Reimbursement of APM refreshment expenses</i>	43.77	0.00	43.77
BANK TFR	<i>Scribe (Starboard Systems Ltd) Scribe Accounts Renewal 2026/27</i>	768.00	153.60	921.60
DD	<i>People's Partnership Pension Payment May 2026</i>	405.93	0.00	405.93
DD	<i>Heliocentrix Telephony April 2026</i>	26.75	5.35	32.10
BANK TFR	<i>Mr P Lockety Expenses (printing of large size plans for meeting)</i>	6.24	0.00	6.24
DD	<i>SAGE UK Ltd Payroll software May 2026</i>	11.00	2.20	13.20
DEBIT CARD	<i>Lebara Mobile phone contract</i>	4.12	0.83	4.95
DD	<i>Smartest Energy Pavilion Electricity April 2026</i>	712.49	142.50	854.99
DD	<i>Heliocentrix Ltd</i>	77.00	15.40	92.40

	IT Support Billing for March			
DD	Heliocentrix Ltd Office 365 subscription April 2026	99.48	19.89	119.37
DD	EE Mobile phone contract	12.69	2.54	15.23
BANK TFR	DRiPS Subscription	20.00	0.00	20.00
BANK TFR	DRiPS Donation	100.00	0.00	100.00
BANK TFR	Sally Jolly (Welcome Printing) Summer 2026 DG News printing	1376.45	0.00	1376.45
BANK TFR	Mr G Hersey Expenses (Allotment padlock key)	4.00	0.00	4.00
DD	EDF Pavilion Gas March and April 2026	602.70	30.13	632.83
DEBIT CARD	Amazon Pavilion supplies	14.99	3.00	17.99
DEBIT CARD	Canva Subscription upgrade	30.92	6.18	37.10
DD	Castle Water Ltd Pavilion Water	36.02	0.00	36.02
DD	Npower Unmetered Supply for streetlights	153.98	7.70	161.68
DEBIT CARD	Zoom Annual subscription	129.90	0.00	129.90
DD	ICO Subscription	47.00	0.00	47.00
DEBIT CARD	Amazon Portable jet washer	35.41	7.08	42.49
DEBIT CARD	Amazon Loctite	10.45	2.09	12.54
BANK TFR	Streetlights Annual maintenance contract (payment 1 of 2)	951.82	190.366	1142.18
June 2026 Payments to date				
BANK TFR	Gardens of England Grounds Maintenance May 2026			4439.40
BANK TFR	Knockout Print Replacement signs			120.00
BANK TFR	Bishops Services Ltd Pavilion cleaning/jet wash/windows May 26			1220.01
BANK TFR	Spy Alarms Battery for alarm			54.00
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DD	Hiscox Insurance premium (8 th payment for 2025/26)	529.05	0.00	529.05
DD	HugoFox Ltd Website			35.99
BANK TFR	RJH Welding Repairs to kissing gate			300.00
BANK TFR	BNSI Electrical Emergency Lighting Test	160.00	0.00	160.00
BANK TFR	KCC Procurement Services Photocopier leasing			99.02

BANK TFR	Safeplay Playground Services Ltd Operational Inspection			183.60
BNK TFR	Arton Heating & Plumbing Ltd Assessment of water boiler			90.00
BANK TFR	Diane Carey Lunch for June DG Lunch Club	221.00	0.00	221.00
BANK TFR	HMRC Shipley Qtr 1 2026/27 PAYE Tax & NI	4627.36	0.00	4627.36
BANK TFRS	Staff Salaries & Expenses June 2026	4245.01	0.00	4245.01
DD	SDC Non-domestic rates (3 rd of 10 payments)	80.00	0.00	80.00

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 26/01169/WTPO

Location: Historic Fort Halstead Crow Drive

Development: Various Tree Works

For information purposes only

12.2b Planning Application 26/03352/HOUSE

Location: Delamere London Road

Development: Dropped kerb creation of vehicular access with associated landscaping

PLANNING PERMISSION GRANTED

12.2c Planning Application 25/01802/FUL / APPEAL REF 6004727

Location: Lockyers Yard (Technical Treatments Ltd) Rye Lane

Development: Alterations to and change of use of existing building to a mixed-use auditorium, event, and leisure space, for leisure, educational, community, place of worship, office and coffee shop uses (sui generis use). Including: upgrade of external building elevations (materials and office canopy). Associated parking and landscaping. Cladding to existing UKPN building.

APPEAL DISMISSED

12.2d Planning Application 26/01334/WTPO

Location: Prices Wood Pounsley Road'

Development: Various works to trees.

For information purposes only

12.2e Planning Application 25/03119/FUL

Location: Land South Of M25 Morants Court Road

Development: Erection of boundary fencing with access gate. Erection of polytunnel, gazebo, shed and hut. Landscaping.

PLANNING PERMISSION REFUSED

13. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

13.1 Grounds Maintenance

13.1a To note areas not to be mown over the summer

As noted under Item 8 (Clerk's Report)

14. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

14.1 Annual HIP Review with KCC – to note matters discussed, consider the latest version of the HIP and agree any next steps

Cllrs. England and Lockey had attended a meeting with Nigel Rowe (Community Engagement Officer (West), Road Safety & Active Travel Group) and the Clerk. It was noted that whilst it has been suggested that improved signage for the school is being progressed, it is unclear what this will be (as there is already yellow-backed school signage) or when it will be installed. It had been an extremely frustrating meeting as, once again, there are many reasons given for safety improvement requests being denied (despite examples of what DGPC has asked for in other locations). Following that meeting an updated version of the HIP with KCC comments has been provided and this will be shared on the Parish Council's website. It will also be noted on the website, for transparency, that irrespective of how many items are on the HIP, KCC will only aim to complete one or two items per annum.

ACTION: CLERK

14.2 Hedge outside of School

When concerns were first raised in Autumn 2025 about the safety of children walking to school in the village, one of the issues raised was the large hedge outside the school. It obscures the school from being seen from the road and both the school and concerned parents would prefer to see it removed. KCC has indicated that it is on an 'urban' cutting cycle, which means it is trimmed back once a year (last time being February 2026). KCC has asked for clarification of what the issue is (as they appear to be of the view that an annual cut is sufficient), the hedge cutting being reported via the online reporting tool (as it is a maintenance issue, and not something that can be added to the HIP). The Clerk will provide further details to KCC in an attempt to get works completed before the start of the new school year in September.

ACTION: CLERK

15. EVENTS

15.1 To note updates regarding event planning, if any

No updates. Defer to July meeting.

ACTION: CLERK/ASST. CLERK

16. CORRESPONDENCE & COMMUNICATIONS

16.1 Members considered or noted correspondence received since the May 2026 meeting (not already covered by an agenda item)

16.1a KCC – Echoes of the Past: Preserving Heritage at Risk in the Kent Downs Project consultation

16.1b KALC – Kent ACRE crowdfunding campaign

16.1c North West Kent Countryside Partnership – Request for support of NWKCP and Hall Placer & Gardens Education Team application for the Thames Water Enhance the River funding stream

16.1d Kent Downs National Landscape – Kent Downs Management Plan Consultation

16.1e Kent Ramblers – Invitation to Meeting for Footpath Volunteers 18/06/26

16.1f NALC – Project Keystone (strategic review of NALC)

16.1g CPRE Kent – May Newsletter

16.1h SDC – Invitation to Armed Forces Day 22/06/26

16.1i RACE (Rural & Community Housing) – Invitation to online seminar in Rural Housing Week (w/c 7th July)

16.1j KALC – KALC News (forwarded by email)

16.2 Dunton Green News (newsletter): to receive an update regarding newsletter production and delivery and to discuss article suggestions and allocations to councillors

It was noted that newsletter article suggestions will be allocated to councillors who have not made an article contribution in the last six months.

ACTION: ASST. CLERK

17. DATE OF NEXT MEETING

17.1 Scheduled: 14th July 2026 (7.30pm) – Full Council

18. PUBLIC SESSION

None.

Members of the Public leave the meeting.

It was Resolved, under the Public Bodies (Admission to Meetings) Act 1960, that the following item be discussed in closed session. The item is of a confidential nature (as defined by Schedule 12 of the Local Gov Act 1972) which may either breach the council's obligations of the Data Protection Act 1998 or is not in the public interest to disclose.

19. DUNTON GREEN FOR THE FUTURE [Confidential Item – Commercially Sensitive]

19.1 To receive an update regarding a submission to SDC and information on any progress made in discussions.

The Chairman updated the Council following a short meeting with Brendan O'Neill of ONH earlier in the day. The meeting had been called following receipt of draft Heads of Terms and a need to clarify which professional team will be dealing with the various aspects of the project. This had been clarified. It had become clear that there will need to be a working team of councillors overseeing the Parish Council's aspirations, which will then report back to full council for sign off. Any member of such a group will need to be committed to being involved and have an ability to attend daytime meetings. It was agreed that such a group will be set up.

It was Resolved, under the Public Bodies (Admission to Meetings) Act 1960, to close the confidential session and return to the open meeting.

The meeting closed at 8.30pm.

Chair _____

Date _____