



MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 10th February 2026 at 7.30pm

00. PUBLIC SESSION

A Member of the Public (MoP) interested in continuing commercial hire of the tennis court (having had a trial of the facilities before Christmas) outlined some of his areas of concern which included the condition of the court, antisocial behaviour and charging rates. The points were noted and Cllr. Lockey indicated that the Parish Council would consider the information.

01. PRESENT / APOLOGIES

Present: Cllrs. Lockey, Parker, Hersey, Royston, Gomes-Chodynieski, Carrol

Apologies: Cllrs. England, Copeland, Norton, Fenn, Bayley (SDC), Williams (KCC)

Absent: Cllr. Forster-Pearce

In attendance: Tracy Godden (Clerk), Rebecca Norburn (Asst. Clerk/Facilities Officer), Cllr. Clack (SDC) and 1 Member of Public

In the absence of the Parish Council Chairman, Cllr. Lockey (Vice Chair) chaired the meeting.

The Member of Public leaves the meeting.

02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 10th February 2026 as a true and accurate record.

03. REQUESTS FOR DISPENSATIONS

None.

04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllrs. Hersey and Parker Item 10.6 Allotment Charges – plot holders

05. GENERAL ADMINISTRATION

5.1 To receive updates from Kent County and Sevenoaks District Councillors

Cllr. Clack (SDC) updated the Parish Council as follows:

- SDC's element of Council Tax will increase for 2026/27 by 2.99%.
- Waste collection: Food caddies will be delivered to residents from 30th March with a view to collections starting from 27th April. New wheelie bins will be delivered to households through summer and autumn, and it is expected that collections will commence in October 2026. It is anticipated that the green recycling bags will be used in some way for collections moving forward.
- Local Plan: it is reported that there were over five thousand respondents submitting twenty-eight thousand comments to the Regulation 18 consultation. There were 160 respondents from Dunton Green. It also seems very likely that through further changes to the National Planning Policy Framework (NPPF) Footnote 7 Protections will lose their impact for Local Plans (Government claiming that there is an overlap as these protections can be argued at the planning application stage, so are not relevant to the development of Local Plans).

Cllr. Clack leaves the meeting.

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

Cllr. Parker is booked to attend a Planning Training webinar with KALC. The Clerk has undertaken Data Protection training through webinars and videos. There will be training available for councillors and details will be provided.

5.3 Policies: Review of existing policies

5.3a Health & Safety 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

5.3b Bereavement Policy

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

ACTION: CLERK

5.3c Website Privacy & Use Policy

Members reviewed the policy which had some minor updates (update of website domain name to gov.uk, GDPR references updated to UK GDPR, removal of text '[pre GDPR enforcement]' in first sentence, after 'DPA, and addition of email address to facilitate contact). It was Resolved to adopt this version. The website will be updated with this version.

ACTION: CLERK

5.3d Complaints Procedure

Members reviewed the policy. There were no suggested changes other than inclusion of full contact details for DGPC. It was Resolved to adopt this version. The website will be updated with this version.

ACTION: CLERK

5.3e General Privacy Notice (Data Protection) Policy

Members reviewed the policy which had some minor updates:

- References throughout to 'GDPR' updated to 'UK GDPR' (post Brexit change)
- Website document link updated
- Date of review and agreement updated to reflect March meeting date
- Email address for Clerk updated to gov.uk
- Review history updated

It was Resolved to adopt this version. The website will be updated with this version.

ACTION: CLERK

5.3f Staff, Councillors & Role Holders Privacy Notice (Data Protection) Policy

Members reviewed the policy which had some minor updates:

- References throughout to 'GDPR' updated to 'UK GDPR' (post Brexit change)
- Website document link updated
- Date of review and agreement updated to reflect March meeting date
- Email address for Clerk updated to gov.uk
- Review history updated

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 Information & Data Protection Policy

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

ACTION: CLERK

5.4b IT & Artificial Intelligence (AI) Policy

Having reviewed the details, it was agreed that item 14.3 should be amended to read as follows:

14.3 Home Wi-Fi networks must be encrypted (meaning it should be password protected and on your router the security type must show WPA2 or WPA3)

It was Resolved to adopt this new policy subject to the above revision. The website will be updated to include this policy.

ACTION: CLERK

5.5 To consider the benefits of SLCC Membership for the Assistant Clerk

The Clerk advocated for the Assistant Clerk to have full membership of the Society of Local Council Clerks, the professional body for clerks. Membership provides access to information and advice, extensive training, support and guidance. The annual subscription for the Assistant Clerk will be £200.

It was Resolved that the Assistant Clerk should have membership of SLCC (paid for by DGPC).

ACTION: CLERK

5.6 To consider information about online booking systems and interactive asset management applications

The Clerk provided information for councillors to consider regarding an add on to the Parish Council's accounting software which would enable online booking via the DGPC website. This would significantly reduce the amount of time spent by the Assistant Clerk managing the bookings process, whilst also providing members of the public with the facility to view availability and to book online. The Clerk had sought advice and information from the Riverhead PC Clerk who already uses this system. Whilst not perfect, it had proved to be a timesaver with the bookings application streamlining with the accounts system for the generation of invoices. Stripe can be used in conjunction with the Scribe Bookings application as a payment method as this allows for damage deposits to be paid and refunded without affecting current account balances. There are transaction fees, but the time saved will more than cover the anticipated costs. An initial estimate is that the online booking add on will be £40 per month.

It was Resolved that DGPC should move forward with a Scribe online booking add on. The Clerk will arrange a demo of the system for the Assistant Clerk and instruct Scribe that DGPC wishes for this to be set up.

ACTION: CLERK

The Clerk also informed Members about Civic.ly, a completely digital platform for asset management which integrates asset registers, inspection forms and maintenance requirements. Once set up, this could radically improve oversight of assets throughout the village and the platform is specifically built for parish councils. Members were keen to adopt such a system, although pricing was not available for the meeting (as this depends on the size of the parish, number of assets and so forth). It was Resolved that the Clerk should arrange a further demo and establish costs with a view to DGPC moving to this digital platform.

ACTION: CLERK

06. RISK

6.1 Cyber Risk Assessment

Additional to the Cyber Risk Insurance, Cyber Risk Management Services (Cyber Defence Centre) from Gallagher's specialist team have been arranged. As part of the service, a Cyber Risk Assessment has been undertaken. The Parish Council's Cyber Health Rating is 94/100 (indicated as 'Great'). One low risk item has been identified in relation to Domain-based Message Authentication, Reporting and Conformance (DMARC). The Clerk will liaise with both Heliocentrix and with HugoFox Ltd to establish what can be done to improve this risk.

ACTION: CLERK

6.2 Banking Arrangements

Following discussion about a change to DGPC's current account and the opening of an additional savings account, it was Resolved that DGPC should apply for such accounts with Unity Trust Bank. Unity has extensive experience of working with Local Councils and can help with setting up appropriate payment approval rules. It was also agreed that not all councillors should be nominated as signatories, so that some members can act as another layer of internal control in checking banking activities. The Clerk will begin the process.

ACTION: CLERK

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

None attended.

08. CLERK'S REPORT

Estate Agent For Sale Sign on Village Green

Kings had put a sign on the village green near to the flagpole and village sign. After repeated requests for it to be removed (having advised that no-one has permission to put up signs on DGPC land) and reassurances that their contractor would do so, the Assistant Clerk took the sign down and requested that it be collected and damage to the grass be made good.

Chevening Estate

Further to the February meeting, the Clerk had contacted Clutton to establish whether any of the material being imported to the estate for the bunds was coming from Fort Halstead now that demolition work has commenced. It was confirmed that this is not the case and that the two sites that are predominantly being used for importing material are within Bromley Borough.

Planting of two new trees

It had previously been agreed that two new trees should be purchased, one for the Recreation Ground and one for Longford Meadow. These have now been planted. The Grounds Maintenance team will monitor and water them to give them the best start possible.

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 note the latest Police newsletter (if available)

There was no Police newsletter to share, but the Clerk had provided Members with information about crime reported via e-watch. A large increase in vehicle crimes (including theft of items inside a vehicle, catalytic converter, exhaust and number plates, as well as parcel theft and theft of jewellery from a home.

9.2 DGPC funded Community Activities: to note any updates regarding youth and senior activities

The Lunch Club continues to be very popular. There are no plans, yet, for youth activities but this will be pursued.

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 a bank reconciliation (to 28th February, 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 28/02/2026

Description	Value £	Value £
Cash in hand 01/04/2025		£131,327.80
ADD Receipts 01/04/2025 – 28/02/2026		£190,478.61
TOTAL		£321,806.41
SUBTRACT		
Payments 01/04/2025 – 28/02/2026		£237,685.06
A: Cash in hand 28/02/2026		£84,121.35
Cash in hand per Bank Statements		
NatWest Reserve 28/02/2026	£15,776.02	
NatWest Current 28/02/2026	£7,573.38	
CCLA Public Sector Deposit 28/02/2026	£60,771.95	
TOTAL CASH IN HAND per Bank Statements		£84,121.35
Less unrepresented cheques		£0.00
TOTAL		£84,121.35
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£84,121.35

It was noted that the CCLA Local Authority Property Fund (LAPF) account has now been correctly included with asset figures (with it being a long-term investment) and so removed from the bank reconciliation.

10.2 Earmarked Reserves: To discuss the allocation of funds to reserves and confirm spending authority during the next fiscal year.

This has previously been discussed at the last Finance & General Purposes Committee meeting where it was agreed that some of the earmarked reserves should be returned to general reserves. The Clerk will update the information within the accounts software so that it is accurate for the year end and will report on this at the April meeting.

ACTION: CLERK

10.3 Recurring payments: to review a list of recurring payments and confirm spending authority

The Clerk presented members with a comprehensive list of regular payments and preferred suppliers. It was Resolved that the list be approved so that payments can be processed in a timely manner through the year.

Supplier	Service	Transaction type	Frequency	Value	Comments / Charge per frequency
Able Electrical Ltd	Pavilion/external electrics maintenance				
Adobe Systems	Adobe Acrobat Pro Subscription	Direct Debit	Monthly	Variable	c £17
Amazon	Various (mostly Office/Pavilion Supplies)	Debit Card	Ad hoc	Variable	
Apex Air Conditioning Ltd	Ventilation System Maintenance	Bank Transfer	Annual	Variable	c. £1200
Bishops Services Ltd	Pav & Window Cleaning/ Jet Washing	Bank Transfer	Monthly	Variable	c. £950
BNSI Electrical Contractors	Pavilion electrics maintenance	Bank Transfer			
Breakthrough Communications	Council Training	Bank Transfer	Ad hoc	Variable	

Canva	Graphic design software	Debit Card	Annual	Variable	c. £99 Expect increase with change to subscription
Castle Water Ltd	Pavilion Water	Direct Debit	Monthly	Variable	c. £40
Chairman	Chairman's Allowance	Bank Transfer	Annual	Variable	c. £450
Chris Knott Insurance Ltd	Allotment Public Liability Insurance	Bank Transfer	Annual	Variable	c. £100
CJS Plants Ltd	Hanging Baskets	Bank Transfer	Bi-annual	Variable	c. £3200
Clean Air (UK) Ltd	Legionella Testing	Bank Transfer	Annual	Variable	c. £400
CPRE	Membership subscription	Direct Debit	Annual	Variable	c. £36
Cube Plumbing & Maintenance Ltd	Pavilion Maintenance (Heating/Boiler)	Bank Transfer	Annual	Variable	c. £1200
Diane Carey	APM refreshments	Bank Transfer	Annual	Variable	c. £250
Diane Carey	Lunch Club catering	Bank Transfer	Monthly	Variable	c. £250
Dropbox	Subscription	Direct Debit	Annual	Variable	c. £90 Anticipate not renewing this subscription
EDF	Pavilion Gas Supply	Direct Debit	Monthly	Variable	
EE Limited	Mobile Phone Contract	Direct Debit	Monthly	Variable	c. £9.50
Employees	Staff Salaries	Bank Transfer	Monthly	Variable	
First Rescue Training & Supplies Ltd	Defibrillators / spares	Bank Transfer	Ad hoc	Variable	
First Stop Safety	PAT kit testing / training	Bank Transfer	Ad hoc	Variable	
Gala Lights Ltd	Festive lighting	Bank Transfer	Ad hoc	Variable	
Gallagher (HISCOX Underwriting)	Parish Council Insurance	Direct Debit	Monthly	Variable	c. £500
Gallagher (Coalition)	Parish Council Cyber Insurance	Bank Transfer	Annual	Variable	c. £450
Gardens of England	Grounds Maintenance	Bank Transfer	Monthly	Variable	
Greenbarnes Ltd	Noticeboards & supplies	Bank Transfer	Ad hoc	Variable	
Heliocentrix Ltd	Office 365 / Email provider	Direct Debit	Monthly	Variable	c. £107.28
Heliocentrix Ltd	IT support	Direct Debit	Monthly	Variable	c. £92.40
Heliocentrix Ltd	Broadband/Telephone	Direct Debit	Monthly	Variable	c £32.00
HM Land Registry / gov.uk.pay	Title Deeds	Debit Card	Ad hoc	Variable	c £7 per Title
HugoFox Ltd	Website / Domain	Direct Debit	Monthly	Variable	c. £30
ICO (Information Commissioners Office)	Registration certificate	Direct Debit	Annual	Variable	c. £40
IKEA	Household supplies				

Imperative Training (Defib Shop)	Defibrillators / spares				
James Thornhill	Tree Hazard Surveys				
KALC	Membership subscription	Bank Transfer	Annual	Variable	c. £1400
KCC Procurement Services	Photocopier Leasing	Bank Transfer	Quarterly	Variable	c. £150
KCC	Various				
Kent County Playing Fields Association	Membership subscription	Bank Transfer	Annual	Variable	c. £20
Keir Wilson	Sports sessions (young people)	Bank Transfer	Ad hoc	Variable	
Kent Panthers Basketball	Basketball sports sessions	Bank Transfer	Annual	Variable	c. £1800
Knockout Print	Signage	Bank Transfer	Ad hoc	Variable	
Koolplay Ltd	Playground equipment				
Lebara Mobile	Mobile Phone Contract	Direct Debit	Monthly	Variable	c. £5
Lionel Robbins	Internal Audit	Bank Transfer	Annual	Variable	c. £175
Locum Locks	Locksmith	Bank Transfer	Ad hoc	Variable	
London Hearts	Defibrillators / spares	Bank Transfer	Ad hoc	Variable	
Forvis Mazars LLP	External Audit	Bank Transfer	Annual	Variable	c. £650
Mr Fixit	Handyman	Bank Transfer	Ad hoc	Variable	
NALC	Subscription	Bank Transfer	Annual	Variable	
Newlands Nursery	Trees				
Norton	Anti-virus software	Debit Card	Annual	Variable	
Npower (was E.On)	Unmetered supply (streetlights)	Direct Debit	Monthly	Variable	c. £250
NSALG Ltd	Allotment Association membership	Bank Transfer	Annual	Variable	c. £40
ONH Planning for Good (rCOH Ltd)	Planning consultants	Bank Transfer	Ad hoc	Variable	
Oven Legends	Pavilion cooker deep clean	Bank Transfer	Ad hoc	Variable	
Parish Online (Geosphere Ltd)	Asset Mapping				
PAYE Cumbernauld (HMRC Shipley)	PAYE Tax & NI	Bank Transfer	Quarterly	Variable	
Peoples Partnership	Pension Payment	Direct Debit	Monthly	Variable	
PH & JC Bowen	Flail hedge cutting	Bank Transfer	Ad hoc	Variable	
Phoenix Medical Services Ltd	Event First Aid	Bank Transfer	Annual	Variable	

Playsafe Playgrounds Ltd	Playground maintenance	Bank Transfer			
Pyrovision Ltd	Pyrotechnics (fireworks)	Bank Transfer	Annual	Variable	c. £4800
Post Office Ltd	Postal services	Debit Card	Ad hoc	Variable	
Risk Assessment Products Ltd	Defibrillators / spares				
Safeplay Playgrounds Ltd	H&S inspections of play equipment	Bank Transfer	Quarterly	Variable	c. £150
Safeplay Playgrounds Ltd	Play equipment repairs	Bank Transfer	Ad hoc	Variable	
Sage UK	Payroll software	Direct Debit	Monthly	Variable	c. £11
Sally Jolly (Welcome Printing)	Newsletter Printing	Bank Transfer	Quarterly	Variable	c. £1600
Sam Rogers Treecare	Tree surgeon services	Bank Transfer	Ad hoc	Variable	
SDC	Freighter Hire	Bank Transfer	Bi-monthly	Variable	NO LONGER PROVIDED as of 2026
SDC	Cleaning Mill Rd & Rec (bins and litter) / dog bin emptying	Bank Transfer	Quarterly	Variable	c. £500
SJA E-Learning	Staff training				
SLCC	Clerk's membership subscription	Bank Transfer	Annual	Variable	c. £400 Expect to increase to cover Asst. Clerk
SLCC Enterprises Ltd	Staff training	Bank Transfer	Variable	Variable	
Smartest Energy	Pavilion Electricity	Direct Debit	Monthly	Variable	
Smartwater Testing	Legionella Testing				
Spy Alarms Ltd	Intruder Alarm Maintenance Contract	Bank Transfer	Bi-annual	Variable	
Spy Alarms Ltd	Fire Alarm Maintenance Contract	Bank Transfer	Bi-annual	Variable	
Spy Alarms Ltd	CCTV Maintenance Contract	Bank Transfer	Annual	Variable	
Starboard Systems Ltd	Scribe Accounts software Licence	Bank Transfer	Annual	Variable	c. £600
Stellar Building & Maintenance Ltd	Building/larger scale maintenance				
Streetlights	Street light Maintenance Contract	Bank Transfer	Bi-annual	Variable	c. £1000
Surrey Hills Solicitors LLP	Legal services				
Tatsfield Aquatics Ltd	General building/maintenance works	Bank Transfer	Ad hoc	Variable	
The Flag Shop	Flags				
The Original Tree Surgeons Ltd	Tree surgeon services	Bank Transfer	Ad hoc	Variable	
TV Licencing	TV Licence	Direct Debit	Annual	Variable	c. £175
TWFP Ltd	Fire Extinguisher Maintenance	Bank Transfer	Annual	Variable	c. £400

Wellers Solicitors LLP	Legal Services	Bank Transfer	Ad hoc	Variable	
Zoom	Subscription	Direct Debit	Annual	Variable	c. £120 Anticipate not renewing this subscription

10.4 To agree Pavilion Charging Rates for 2026-2027

It was Resolved that there would be no changes to the charging rates agreed in March 2025. It was Resolved to agree changes to regular hirer Terms & Conditions which would see the reinstatement of payment in advance and would limit the number of cancellations for which some form of reimbursement could be provided. This will bring DGPC into line with other local venues. Advance notice of this (six months) will be given.

It was agreed that there should be an amendment to the section relating to licensing to make it clear that the onus is on hirers to ensure that they have a licence if needed.

ACTION: ASST. CLERK

10.5 To agree Outside Space Hire Charging Rates for 2026-2027

It was Resolved that there would be no changes to the charging rates agreed in May 2025, but that the charge for the use of the Portacabin will be increased to £2.50 per week to cover insurance. The future of the portacabin will be considered when reviewing possible upgrades to the Pavilion and recreation ground.

Councillors discussed the concerns of the Member of Public in relation to the tennis court but concluded that the facility is not intended as a professional standard court, it is provided for residents to use freely. Anyone wishing to provide tennis lessons will be subject to an £8 per hour charge and will have to abide by the Terms & Conditions, which are non-negotiable. Any external factors around anti-social behaviour are outside of the Parish Council's control and should be notified directly to the Police.

ACTION: ASST. CLERK

Cllr. Gomes-Chodynietcki leaves the meeting.

10.6 To agree charging rates for annual allotment leases 2026-2027

Deferred to April meeting. With the departure of one councillor and two councillors having a pecuniary interest (as declared in Item 4), the meeting is inquorate for this decision.

ACTION: CLERK

10.7 Scope of internal audit for of 2025-2026 accounts

A document detailing the scope of the internal audit had been provided and it was considered by members. It was Resolved that the scope outlined should be approved.

ACTION: CLERK

10.8 Annual review of the effectiveness of the system of internal audit

A document detailing how the effectiveness of the system of internal audit had been reviewed had been provided. It was Resolved that the system of internal audit was effective.

ACTION: CLERK

10.9 Annual review of the effectiveness of the system of internal control (Statement of Internal Control)

The Statement of Internal Control had been provided, and members considered the details. It was Resolved that the system of internal control was effective.

ACTION: CLERK

11. ACCOUNTS FOR PAYMENT

11.1 It was Resolved to note expenditure for February and March 2026 to date and to approve items for payment in March. 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 £
February 2026 Payments (reported at February meeting in italics)				
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	16.64	0.00	16.64
DD	<i>Hiscox Insurance premium (4th payment for 2025/26)</i>	529.05	0.00	529.05
BANK TFR	<i>CUBE Plumbing Supply & installation hot water cylinder and disposal of old</i>	4500.00	0.00	4500.00
BANK TFR	<i>Locum Locks Repair to Pavilion main door</i>	85.00	17.00	102.00
BANK TFR	<i>Knockout Print Supply & installation of signage</i>	200.00	40.00	240.00
BANK TFR	<i>CUBE Plumbing Works to cap off old water cooler</i>	65.00	0.00	65.00
BANK TFR	<i>rCOH Ltd Stage payment for ONH Planning for Good services</i>	2370.00	474.00	2844.00
BANK TFR	<i>Diane Carey (The Kitchen) Lunch Club catering February 2026</i>	260.00	0.00	260.00
BANK TFR	<i>Bishops Services Ltd Pavilion cleaning, jet washing January 2026</i>	929.71	185.94	1115.65
BANK TFR	<i>M Geraghty Pavilion Hire Refund</i>	40.83	8.17	£49.00
BANK TFRS	<i>Staff Salaries & Expenses February 2026</i>	4438.28	0.00	4438.28
DD	<i>People's Partnership Pension Payment February 2026</i>	418.49	0.00	418.49
DD	<i>SAGE UK Ltd Payroll software February 2026</i>	11.00	2.20	13.20
DEBIT CARD	<i>Lebara Mobile phone contract</i>	4.12	0.83	4.95
DD	<i>EE Mobile phone contract</i>	11.83	2.37	14.20
DD	<i>Heliocentrix Ltd Office 365 subscription</i>	99.47	19.90	119.37
DD	<i>Heliocentrix Ltd Telephony</i>	26.75	5.35	32.10
BANK TFR	<i>Sally Jolly (Welcome Printing) Newsletter printing (Spring 2026 edition)</i>	1235.00	0.00	1235.00
DD	<i>Smartest Energy Ltd Pavilion Electricity</i>	1226.13	245.23	1471.36
BANK TFR	<i>BNSI Electrical Pavilion works</i>	295.00	0.00	295.00
DD	<i>Npower (was EON) Unmetered supply January 2026</i>	240.20	12.01	252.21
DD	<i>CPRE Annual Subscription</i>	36.00	0.00	36.00
DD	<i>EDF</i>	636.41	127.28	763.69

	Pavilion Gas January 2026			
BANK TFR	Ms T Godden Office/Pavilion Supplies (refund of Amazon costs)	34.45	6.89	41.34
BANK TFR	Bishops Services Ltd Pavilion cleaning, jet washing February 2026	984.71	196.94	1181.65
BANK TFR	Safeplay Playground Services Ltd Quarterly Inspection and report	153.00	30.60	183.60
March 2026 Payments to date				
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DD	Heliocentrix Ltd IT Support Billing for January	77.00	15.40	92.40
DD	Hiscox Insurance premium (5 th payment for 2025/26)	529.05	0.00	529.05
DD	Hugofox Ltd Website	29.99	6.00	35.99
DD	TV Licensing Annual TV Licence subscription for Pavilion			174.50
BANK TFR	Gallagher Insurance Cyber Insurance Premium (2026-27)	400.56	0.00	400.56
BANK TFR	Diane Carey (The Kitchen) Lunch Club catering March 2026	260.00	0.00	260.00
DEBIT CARD	Debenhams Online Trees x 2 (from Direct Plants Ltd via Debenhams)			193.17
BANK TFR	KCC Procurement Services Photocopier leasing	82.52	16.50	99.02
BANK TFRS	Staff Salaries & Expenses March 2026	4211.95	0.00	4211.95
BANK TFR	HMRC Shipley QTR 4 2025/26 PAYE Tax & NI	4607.41	0.00	4607.41
March Payments (expected but unconfirmed/not yet paid as at 10/03/26)				
DD	People's Partnership Pension Payment March 2026	415.36	0.00	415.36
DD	SAGE UK Ltd Payroll software March 2026	11.00	2.20	13.20
DEBIT CARD	Lebara Mobile phone contract	4.12	0.83	4.95
DD	EE Mobile phone contract	11.83	2.37	14.20
DD	EDF Pavilion Gas February 2026	318.44	63.69	382.13
DD	Heliocentrix Ltd Office 365 subscription	99.48	19.90	119.38
DD	Heliocentrix Ltd IT Support Billing for February	77.00	15.40	92.40
DD	Heliocentrix Billable onsite support (tablet)	93.50	18.70	112.20
DD	Heliocentrix Ltd Telephony	26.75	5.35	32.10
DD	Castle Water Pavilion Water	48.24	0.00	48.24
DD	Hugofox Ltd Website	29.99	6.00	35.99

ACTION: CLERK

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.

12. DUNTON GREEN FOR THE FUTURE

12.1 To consider the details of a Meeting Note, information regarding the ecological survey of land, and to discuss any other developments (if any)

It was noted that there had been a further meeting (online) between ONH and DGPC (Cllrs. England and Lockey, plus the Clerk). The meeting had been productive in so far as the Parish Council's vision was made more explicit in the light of some proposed plans provided by architects (which did nothing to reflect the aims and ambitions of the Parish Council), following a meeting in February. Revised plans will be provided for full council review as soon as they are made available. The developer has commissioned further ecological survey work and had sought DGPC's permission to survey its land (which was given, subject to all costs being undertaken by the developer).

ACTION: CLERK

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

13. PLANNING

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

13.1a Planning Application 25/03550/FUL AMENDED

Location: Technical Treatments Ltd Station Works Rye Lane

Development: Alterations to and change of use of existing building to a commercial, community and leisure space, for café, gym, media and office uses alongside ancillary storage. Including: upgrade of external building elevations (materials and office canopy). Associated parking and landscaping. Cladding to existing UKPN building.

Amendment: Site address amended from Lockyers Yard to Technical Treatments Ltd Station Works, Rye Lane, Dunton Green, Kent TN14 5HD, in order to accurately reflect the location of the development

NOTE: This amendment was sent after the February meeting but before DGPC's response to the application was submitted, so the comments were submitted for the corrected address.

Noted.

13.1b Planning Application 26/00413/WTPO

Location: Building Q14 DRA Fort Halstead Crow Drive Halstead

Development: Various works to trees

NOTE: For information only (no statutory requirement to publicise)

Noted.

13.1c APPEAL Under Section 78 Town and Country Planning Act 1990

SDC Ref 25/00055/RFPLN / Planning Inspectorate Ref 6004727

Original Planning Application 25/018028FUL

Location: Technical Treatments Ltd Station Works 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.

Recommendation: Submit further comments. DGPC has already submitted comments for this application which will go to the Planning Inspectorate. It was Resolved that additional details should also be submitted emphasising the concerns around parking and lack of evidenced demand of facilities proposed.

ACTION: CLERK

13.1d Planning Application 26/00344/HOUSE

Location: Beech Coppice London Road

Development: Front infill extension

Recommendation: Support

ACTION: CLERK

13.1e Planning Application 25/03352/HOUSE

Location: Delamere London Road

Development: Dropped kerb creation of vehicular access with associated landscaping.

Recommendation: Support

ACTION: CLERK

13.2 PLANNING NOTIFICATIONS To note the decisions from SDC or the Planning Inspectorate.
None received.

13.3 PLANNING ENFORCEMENT To note information regarding the gym in Rye Lane and lack of enforcement action to date

The Clerk had been advised that because the applicant is appealing planning refusal (on a much larger scale development that would incorporate the gym), SDC cannot take enforcement action until that appeal is lost. The fact that the gym has been operational for almost two years without the relevant permissions seems to be ignored and the breach continues unfettered.

Members asked for clarification on how these two matters are related and under what policy section SDC are effectively restricted from proceeding on a matter that predates (by quite some time) any planning application for the site. The Clerk will follow up with SDC.

ACTION: CLERK

13.4 VIEWING PLANNING APPLICATION DOCUMENTS ONLINE To note a response from SDC

Having contacted SDC, the Clerk was advised that some of the documents on the planning portal are quite large and can take time to upload. The Clerk had raised a concern that documents had not been available for councillors to review because of the length of time they take to upload (the portal gives the impression that a blank document is all that is available, but five/ten minutes later the detail will eventually come through). This, alongside a limit to the number of documents that the system will allow to be viewed at any one time, is very difficult for Parish Councils to manage in a meeting setting and when trying to encourage people to view documents online.

Cllr. Gomes-Chodyniewski returns to the meeting.

Now that the Parish Council is quorate (with the return of Cllr. Gomes-Chodyniewski) for Item 10.6, it was agreed that the matter should be discussed and not deferred.

10.6 To agree charging rates for annual allotment leases 2026-2027

It was Resolved that there would be an increase to the charging rates agreed in March 2025. There has been no increase since 2023. Insurance costs and NSALG membership costs have increased in that time. An increase to £30 per large plot and £15 per small plot will result in £120 per annum from allotment charges. Expenditure in 2025/26 on insurance and membership fees was £132.80.

ACTION: CLERK

14. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES**14.1 Pavilion Maintenance / Repairs****14.1a Electrical Works**

Still not completed; waiting on paperwork associated with the emergency lighting test and for a light to be replaced in the main foyer. Assistant Clerk to follow up.

ACTION: ASST. CLERK

14.1b Plumbing/Heating Works

It is anticipated that a repair to the flush mechanism on the urinal will be completed on Friday.

14.1c Miscellaneous Repairs

Adjustments to a toilet cubicle door and a door in the Main hall have been made to ensure that they properly close and lock.

14.2 Pavilion Electricity: to note significant increase of Transmission Network Use of System pass through charges

It was noted that Transmission Network Use of System (TNUoS) pass-through charges affecting business electricity will increase from 1st April to approximately 66p per day. These will be itemised on future bills.

14.3 Pounsley Road Hedge/Verge Planting – to note progress

Further to some previous correspondence with the Parish Council, it was noted that residents have now completed the planting of fifty blackthorn and fifty hawthorn saplings to create an interlocking hedge, along with wild cherry, wild privet, hazel, dog rose and elder. This natural fence will create a boundary between Pounsley Road and Price's Wood and will be maintained in perpetuity by the residents.

15. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

15.1 Fallen Tree Public Right of Way SR103 behind Ryewood (reported)

It was noted that this had been reported, and the tree has been dealt with by KCC.

15.2 Highways Improvement Plan (HIP): to note DGPC to escalate zebra crossing column sleeves request following an incident on the zebra crossing on London Road by Longford Bridge

Following an incident on this zebra crossing, the Clerk has raised concerns with KCC (officers and councillor) and has requested that the zebra crossings be treated as a priority for Dunton Green. It was noted that DGPC will adopt a new approach in dealing with requests via the HIP and will be more forceful in not accepting reasons for safety improvements not to be implemented.

15.3 Temporary Road Closure – Rye Lane 6th to 7th April and 7th to 9th April (Southeast Water)

Noted.

15.4 Temporary Road Closure – Kingswood Road 26th March for 2 days (UK Power Networks)

Noted.

16. EVENTS

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

The event has been advertised, the speaker booked, and catering is being finalised (unfortunately the usual caterer is unable to assist this year). Councillors are invited to attend and take part in the evening.

17. CORRESPONDENCE & COMMUNICATIONS

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

17.1a Sevenoaks Men’s Shed – Request for support

Members discussed the matter. It seemed unlikely that the Parish Council had anywhere large enough to house the Men’s Shed but a suggestion that it might be possible to locate a container at the rear of the Social Club’s car park would be passed on, along with contact details for the Social Club.

ACTION: CLERK

17.1b BDW Homes – Contact details for councillors

17.1c Riverhead Resident - Request for consideration of an accessible path around the recreation ground

Members did not feel that an accessible path was needed at the recreation ground (as the resident appears to have contacted multiple parishes with the same request) and the cost would be prohibitive at the current time. However, consideration of accessible paths should be given for any future developments in the village.

ACTION: CLERK

17.1d Kent Highways – Invitation to Road Safety & Active Travel Group Seminar

The Clerk will attend a seminar on 21st April as there will be an opportunity to liaise with officers that work with Highway Improvement Plans.

ACTION: CLERK

17.1e Resident – Question about resource combining in relation to proposed developments in Dunton Green and Otford

The communication was noted but the feedback will confirm that there is no resource combining between Otford and Dunton Green Parish Councils; each Parish Council will be prioritising its residents’ best interests.

ACTION: CLERK

17.1f SDC – The Great British Spring Clean 2026

17.1g KALC – Local Government Reform (LGR) Consultation (deadline for comments 26/03/26)

17.2 Dunton Green News (newsletter): to note delivery status of Spring 2026 edition, discuss print quality, agree Councillor article topics and to note copy deadline for Summer 2026 is 1st May Newsletters have been delivered. Print quality was discussed and members felt that it was acceptable (noting that with some photographs and information provided it is not always possible to have crystal clear images). The Clerk will re-issue topics for articles, stressing again that each councillor need only put together one article per year.

ACTION: CLERK/ALL

18. DATE OF NEXT MEETING

18.1 Scheduled: 14th April 2026 (7.30pm) – Full Council

19. PUBLIC SESSION

None.

The meeting closed at 9.55pm.

Chair _____

Date _____