



## MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 14<sup>th</sup> April 2026 at 7.30pm

### 00. PUBLIC SESSION

None.

### 01. PRESENT / APOLOGIES

Present: Cllrs. Lockey, Copeland, Hersey, Royston, Forster-Pearce

Apologies: Cllrs. England, Parker, Norton, Gomes-Chodyniewski, Carrol, Rebecca Norburn (Asst. Clerk/Facilities Officer)

Absent: Cllr. Fenn

In attendance: Tracy Godden (Clerk), Bayley (SDC) and 2 Members of Public

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

### 02. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 10<sup>th</sup> March 2026 as a true and accurate record.

### 03. REQUESTS FOR DISPENSATIONS

None.

### 04. DECLARATIONS OF INTEREST IN AGENDA ITEMS

Cllrs. Lockey (Item 9.2a in relation to children using any sessions provided).

### 05. GENERAL ADMINISTRATION

#### 5.1 To receive updates from Kent County and Sevenoaks District Councillors

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

- Unitary Authority: it seems likely that there will be three councillors for the UA to cover the current KCC area of the district.
- Waste collection: Food caddies should be delivered by 27<sup>th</sup> April, with wheelie bins following through the summer and autumn. What is to be done with the green recycling bags is yet to be confirmed.
- Local Plan: feedback is awaited.
- Cllr. Williams (KCC) met with Ryewood residents and may be writing to DGPC as a result.

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

Cllr. Royston expressed an interest in planning training and will check availability.

**ACTION: RR/CLERK**

#### 5.3 Policies: To consider new policies

##### 5.3a Confidential Sessions in Public Meetings 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

## 6.1 Internal Audit arrangements for 2026/27

The Clerk advised that Internal Audit arrangements for the future should be reviewed at the May meeting (the current IA having been in place for some years now). Members will be asked to consider whether a new IA should be appointed for 2026-27 or whether this should be planned further in advance (for implementation from 2027-28, if required).

**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

Donnington Hall – meeting of trustees only; Village Hall – potentially soon; KALC Sevenoaks Area Committee – has still not met.

## 08. CLERK'S REPORT

### **Chevening Parkland Estate**

There is an update meeting scheduled for Wednesday 22<sup>nd</sup> April. Clerk to attend (and possibly Vice Chair)

### **Pavilion Works**

To note that plumbing works are now completed (flush valve in gents WC). Electrical works (new light fitting) still outstanding but scheduled for completion this week.

### **Business Rates**

The Valuation Office Agency (VOA) has re-evaluated Dunton Green Pavilion. The property was previously described as Hall and premises and is now described as Sports Ground and premises. The revaluation now means that the £12000 threshold has been crossed which means DGPC is no longer eligible for 100% rate relief. The annual bill is now £800. A direct debit has been set up for the sum to be taken monthly across ten months, but the Clerk will be querying the revaluation with the VOA. The Clerk will also make enquiries at the next Clerks' Forum meeting.

**ACTION: CLERK**

## 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 has been no Police newsletter to share since December. The Clerk will ask the Police representative about this at the Clerks' Forum.

**ACTION: CLERK**

### 9.2 DGPC funded Community Activities

9.2a To consider a proposal and quotation for a Multi-Sport Summer Holiday Programme (for smaller children)

Quotes for a summer programme and for the return of basketball sessions in Dunton Green had not been received in time for the meeting. It was Resolved that in principle these activities should be approved (there is already a budget for them). Clerk to follow up.

**ACTION: CLERK**

9.2b To consider a proposal for a financial contribution to Age UK to enable the 'Pop Up' seated exercise sessions to remain in Dunton Green without charge to attendees

Following a discussion about the contact the Clerk had had with Age UK, it was Resolved that a £300 donation specifically for the exercise class in Dunton Green should be made. A donation for future sessions can be discussed in October. Clerk to follow up.

**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 31<sup>st</sup> March, 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 31/03/2026

Description	Value £	Value £
<b>Cash in hand 01/04/2025</b>		<b>£131,327.80</b>
ADD Receipts 01/04/2025 – 31/03/2026		£194,237.04
TOTAL		£325,564.84
SUBTRACT		
Payments 01/04/2025 – 31/03/2026		£252,867.13
<b>A: Cash in hand 31/03/2026</b>		<b>£72,697.71</b>
Cash in hand per Bank Statements		
NatWest Reserve 31/03/2026	£15,776.02	
NatWest Current 31/03/2026	£7,573.38	
CCLA Public Sector Deposit 31/03/2026	£60,771.95	
<b>TOTAL CASH IN HAND per Bank Statements</b>		<b>£72,697.71</b>
Less unrepresented cheques		£0.00
TOTAL		£72,697.71
Plus unrepresented receipts		£0.00
<b>B: Adjusted Bank Balance</b>		<b>£72,697.71</b>

10.2 To note that the Internal Audit 2025-26 has been completed and consider any feedback

It was noted that the Internal Auditor (IA) had visited and completed the Internal Audit on Friday 8<sup>th</sup> April. Due to a requirement to restate the accounts on an Income and Expenditure basis the IA could not sign off the formal Annual Internal Audit Report. Once the restating of accounts has been completed, they will be sent to the IA for review. The AIAR will then be signed off and returned to the Clerk for inclusion with the papers required by the External auditor for the Limited Assurance Review for 2025-26.

**ACTION: CLERK**

10.3 To receive an update regarding the Making AGAR Digital Project and to note that the Annual Governance and Accountability Return (AGAR) is to be signed off at the May meeting

It was noted that due to a project delay until mid-May, and uncertainty around whether it would even then be possible to submit the AGAR digitally, the Clerk had withdrawn DGPC from the project. It seems very likely that digital submission will be required for the 2026-27 AGAR, but there may still be a requirement to print off papers and have them wet signed. Papers relating to signing off the 2025-26 AGAR will be available for councillors to consider at the May meeting.

**ACTION: CLERK**

Cllr. Bayley (SDC) leaves the meeting.

## 11. ACCOUNTS FOR PAYMENT

11.1 It was Resolved to note expenditure for March and April 2026 to date and to approve items for payment in April. 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 £
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<b>March 2026 Payments (reported at March meeting in <i>italics</i>)</b>				
<b>DEBIT CARD</b>	Adobe Systems Software <i>Adobe Acrobat monthly subscription</i>	16.64	0.00	16.64
<b>DD</b>	Heliocentrix Ltd <i>IT Support Billing for January</i>	77.00	15.40	92.40
<b>DD</b>	Hiscox <i>Insurance premium (5<sup>th</sup> payment for 2025/26)</i>	529.05	0.00	529.05
<b>DD</b>	Hugofox Ltd <i>Website</i>	29.99	6.00	35.99
<b>DD</b>	TV Licensing <i>Annual TV Licence subscription for Pavilion</i>	174.50	0.00	174.50
<b>BANK TFR</b>	Gallagher Insurance <i>Cyber Insurance Premium (2026-27)</i>	400.56	0.00	400.56
<b>BANK TFR</b>	Diane Carey (The Kitchen) <i>Lunch Club catering March 2026</i>	260.00	0.00	260.00
<b>DEBIT CARD</b>	Debenhams Online <i>Trees x 2 (from Direct Plants Ltd via Debenhams)</i>	160.97	32.20	193.17
<b>BANK TFR</b>	KCC Procurement Services <i>Photocopier leasing</i>	82.52	16.50	99.02
<b>BANK TFRS</b>	Staff Salaries & Expenses <i>March 2026</i>	4211.95	0.00	4211.95
<b>BANK TFR</b>	HMRC Shipley <i>QTR 4 2025/26 PAYE Tax &amp; NI</i>	4607.41	0.00	4607.41
<b>DD</b>	People's Partnership <i>Pension Payment March 2026</i>	415.36	0.00	415.36
<b>DD</b>	SAGE UK Ltd <i>Payroll software March 2026</i>	11.00	2.20	13.20
<b>DEBIT CARD</b>	Lebara <i>Mobile phone contract</i>	4.12	0.83	4.95
<b>DD</b>	EE <i>Mobile phone contract</i>	11.83	2.37	14.20
<b>DD</b>	EDF <i>Pavilion Gas February 2026</i>	318.44	63.69	382.13
<b>DD</b>	Heliocentrix Ltd <i>Office 365 subscription</i>	99.47	19.90	119.37
<b>DD</b>	Heliocentrix Ltd <i>IT Support Billing for February</i>	77.00	15.40	92.40
<b>DD</b>	Heliocentrix <i>Billable onsite support (tablet)</i>	93.50	18.70	112.20
<b>DD</b>	Heliocentrix Ltd <i>Telephony</i>	26.75	5.35	32.10
<b>DD</b>	Hugofox Ltd <i>Website</i>	29.99	6.00	35.99
<b>BANK TFR</b>	AJ Gallagher <i>Cyber Defence Centre</i>	250.00	50.00	300.00
<b>DD</b>	Smartest Energy <i>Pavilion Electricity February 2026</i>	966.78	193.36	1160.14
<b>DEBIT CARD</b>	Amazon <i>Pavilion Supplies</i>	9.91	1.98	11.89
<b>DEBIT CARD</b>	Amazon <i>Pavilion Supplies</i>	13.32	2.67	15.99
<b>DD</b>	Npower (was Eon) <i>Unmetered Supply (Streetlights)</i>	196.74	9.84	206.58
<b>BANK TFR</b>	Mr Fixit <i>Pavilion internal door repairs</i>	80.00	0.00	80.00

<b>BANK TFR</b>	Safeplay Playground Services Ltd Various repairs to play equipment	1039.00	207.80	1246.801
<b>DEBIT CARD</b>	Tesco Refreshments (APM)	8.46	0.00	8.46
<b>BANK TFR</b>	Bojangles Coffee House APM Buffet	250.00	0.00	250.00
<b>DD</b>	Heliocentrix Ltd IT Support Billing for February	77.00	15.40	92.40
<b>DEBIT CARD</b>	Amazon Office supplies (copier paper)	49.68	9.94	59.62
<b>April 2026 Payments to date</b>				
<b>DEBIT CARD</b>	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
<b>DD</b>	Hiscox Insurance premium (6 <sup>th</sup> payment for 2025/26)	529.05	0.00	529.05
<b>DEBIT CARD</b>	Amazon Refreshment Supplies Lunch Club/Pop Up	12.48	1.33	13.81
<b>BANK TFR</b>	SDC Dog/litter bin emptying/litter picking (Jan to Mar)	442.00	88.40	530.40
<b>BANK TFR</b>	Gardens of England Grounds Maintenance March 2026	3643.25	728.65	4371.90
<b>BANK TFR</b>	Bishops Services Ltd Pavilion cleaning/jet wash/windows March 26	929.71	185.94	1115.65
<b>BANK TFR</b>	Spy Alarms Repositioning of smoke detector (foyer)	240.00	48.00	288.00
<b>DD</b>	SDC Non-domestic rates (1 <sup>st</sup> of 10 payments)	80.00	0.00	80.00
<b>DEBIT CARD</b>	Tesco Postage	43.44	0.00	43.44
<b>BANK TFRS</b>	Staff Salaries & Expenses April 2026	4256.50	0.00	4256.50
<b>DEBIT CARD</b>	Amazon Litter picking supplies	48.77	9.18	54.95
<b>DD</b>	Heliocentrix Ltd Telephony	26.75	5.35	32.10
<b>April Payments (expected but unconfirmed/not yet paid as at 14/04/26)</b>				
<b>BANK TFR</b>	CUBE Plumbing & Heating Ltd Flush Valve (Gents WC)	185.00	0.00	185.00
<b>DD</b>	SAGE UK Ltd Payroll software April 2026	11.00	2.20	13.20
<b>DEBIT CARD</b>	Lebara Mobile phone contract	4.12	0.83	4.95
<b>DD</b>	EE Mobile phone contract	11.83	2.37	14.20
<b>BANK TFR</b>	KCC Procurement Services Photocopier copy charges	53.90	10.78	64.68
<b>BANK TFR</b>	KALC Annual Subscription charge 2026/27	1239.85	247.97	1487.82
<b>BANK TFR</b>	rCOH Ltd (ONH Planning for Good) Completion of stage 2 work plus travel	3040.00	608.00	3648.00
<b>BANK TFR</b>	CJS Plants Ltd Hanging baskets and planters (Apr – Sep)	3350.00	670.00	4020.00
<b>BANK TFR</b>	Scribe (Starboard Systems Ltd) Scribe Accounts Renewal 2026/27	768.00	153.60	921.60
<b>DD</b>	People's Partnership	421.63	0.00	421.63

	Pension Payment April 2026			
<b>DD</b>	Smartest Energy Pavilion Electricity March 2026	937.22	187.44	1124.66
<b>DD</b>	Heliocentrix Ltd IT Support Billing for March	77.00	15.40	92.40
<b>DD</b>	Heliocentrix Ltd Office 365 subscription March 2026	99.48	19.90	119.38

**ACTION: CLERK**

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

12.1 To receive an update following various meetings with Community Land Trust Network, ONH Planning for Good, Land Agents, and Developer/Consultants and to consider the appointment of professional parties to support the Parish Council.

It was Resolved to move this item to the end of the agenda to allow members of the public to continue to listen to the remaining elements of the agenda.

## 13. PLANNING

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

13.1a Planning Application 26/00345/HOUSE

Location: Beech Coppice London Road

Development: Demolition of existing conservatory and rear extension. Erection of a single storey rear extension with roof lantern. Alteration to fenestration

**Recommendation: None submitted – insufficient comments**

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

13.2a Planning Application 25/03352/HOUSE

Location: Delamere London Road

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

NOTE: Application discussed at the March meeting (Support recommendation). The application then became invalid (revised drawings required) and has now been revalidated. Original response has not been submitted.

**Recommendation: Support (submit as previously agreed)**

**ACTION: CLERK**

13.2b Planning Application 25/03468/REM – Adjoining Parish

Location: DSTL Fort Halstead Crow Drive Halstead

Development: Reserved matters application (details relating to appearance, landscaping, layout and scale) pursuant to condition 5 of hybrid planning permission 19/05000/HYB for 93 residential dwellings, car parking, cycle parking and associated infrastructure including landscaping. The hybrid application was subject to Environmental Impact Assessment and an Environmental Statement has been approved.

**Recommendation: Objection.** It was Resolved that whilst DGPC felt that here were other agencies and organisations better placed to comment on technical matters associated with the details of the application, DGPC will support local concerns raised around infrastructure (water, roads and so on).

**ACTION: CLERK**

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

13.3a Planning Application 25/03550/FUL

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.

**PLANNING PERMISSION REFUSED****13.3b Planning Application 26/00344/HOUSE**

Location: Beech Coppice London Road

Development: Front infill extension

**PLANNING PERMISSION GRANTED****13.3 LOCAL PLAN – KCC Archaeology**

It was noted that KCC Archaeology is indicating that many sites will require further assessment either prior to allocation to the Local Plan or at the planning application stage. It is noted that SEV 24 (Land North of Sevenoaks West of Otford Rd – land along Rye Lane between Dunton Green, Otford and Sevenoaks) is a site that will require further assessment prior to allocation in the Local Plan.

**13.4 LAND FOR SALE IN DUNTON GREEN WITHOUT ACCESS**

It was noted that Green Belt land to the west of London Road is for sale and access via Vicarage Lane (a private road) is being promoted. SDC will be advised as this looks like ‘investment’ parcels being promoted again in the village.

**14. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES****14.1 Pavilion Maintenance / Repairs****14.1a Internal repaint: to consider a proposal for works to be undertaken over the summer**

It was agreed that if it is feasible to engage a contractor to paint the inside of the Pavilion this summer that would be preferable to delaying for another year. It was further agreed that, given the lack of use, there would be no need to paint the changing room end of the building. It was also noted that the cedar cladding around the building should be assessed with a view to that being treated.

**ACTION: CLERK/ASST. CLERK**

**14.1b To note that Pavilion cleaning costs are to increase with effect from 1<sup>st</sup> April**

It was noted that an approximate 4.2% increase has been applied.

**15. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)****15.1 To note that there is to be an increase in the cost of the annual streetlight maintenance contract.**

It was noted that an approximate 4% increase will be applied.

**15.2 To note any updates in relation to items on the Highway Improvement Plan (HIP), if any.**

There have still been no further updates on tangible progress with any of the HIP items. The Clerk is to meet with Nigel Rowe from KCC in May (at a currently online meeting – Clerk to follow up as Cllr. Lockey would appreciate an opportunity to speak in person with KCC officers).

The Clerk was asked to forward a copy of the HIP to Cllr. Lockey (noting that it is available on the DGPC website).

**ACTION: CLERK**

**16. EVENTS****16.1 To note any feedback in relation to the Annual Parish Meeting & Parish Reception**

The APM had gone well and the talk by Rod Shelton had been well received. The excellent buffet had been provided this year by Bojangles Coffee House.

**16.2 To note the status of event planning and risk assessments for DGPC’s main annual events**

It was noted in the absence of the Assistant Clerk/Facilities Officer that good progress was being made on documentation for the Parish Council’s main public events of the year (Fireworks, Remembrance, and Christmas

Singalong).

## 17. CORRESPONDENCE & COMMUNICATIONS

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

17.1a CPRE Newsletter

17.1b Kent ACRE – to consider a request for support in re-establishing a county dedicated group

17.1c KALC News – April edition

17.1d Darent River Preservation Society – Otford Event

17.1e Chevening Estate – appointment of a new Chief Executive

17.1f KCC Road Safety & Active Travel Group Newsletter

17.1g Sevenoaks Resident – Request (to KCC) regarding Public Right of Way

It was noted that whilst DGPC had been copied into this email, the request related to Riverhead PC/Sevenoaks TC areas. It was, however, noted that the bridge near the Wildlife Reserve was still in an unsatisfactory condition. Councillors were asked to send photographs again, to enable the Clerk to report.

**ACTION: GFP/JC/CLERK**

Members of the public leave the meeting.

17.1h CPRE – Centenary Issue of Countryside Voices Spring 2026

17.1i Clerks & Councils Direct – March 2026 edition

17.1j CPRE – Kent Countryside Voice Spring-Summer 2026

17.1k Resident – Tree in Price's Wood allegedly affecting garden [members to consider an update following discussions with tree surgeon]

After some discussion about the request and an update following discussions with the tree surgeon, it was Resolved that the resident would be granted permission to reduce the height of the tree but that as the tree poses no danger, the Parish Council would not accept responsibility for any costs. An application to SDC for permission would still be required as the wood is covered by a Tree Preservation Order.

**ACTION: CLERK**

17.1l Sevenoaks Town Clerk – Request that Parish Councils write to SDC with regard to the transfer of The Stag to STC

It was Resolved that a letter would be sent by the Parish Council indicating that The Stag should be held in perpetuity for all in Sevenoaks and that consideration of disposal of community assets to commercial organisations seemed to go very much against the ethos of community asset transfers.

**ACTION: CLERK**

17.2 Dunton Green News (newsletter): to note copy deadline for Summer 2026 is 1<sup>st</sup> May Noted.

## 18. DATE OF NEXT MEETING

18.1 Scheduled: 12<sup>th</sup> May 2026 (7.30pm) – Full Council

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 receive an update following various meetings with Community Land Trust Network, ONH Planning for Good, Land Agents, and Developer/Consultants and to consider the appointment of professional parties to support the Parish Council.

It was noted that establishment of a Community Land Trust will require direct involvement from the community, as trustees from the village will be required to run the CLT. It is also clear that further work might be needed to establish just what is achievable in terms of local needs housing priorities, should a CLT be set up.

It was agreed to defer until the May meeting any decisions regarding the appointment of additional professional parties, so that cost details can be obtained and councillors have all had an opportunity to view proposals.

**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.

## 19. PUBLIC SESSION

None.

The meeting closed at 9.25pm.

Chair \_\_\_\_\_

Date \_\_\_\_\_