

MINUTES of a Meeting held at Dunton Green Pavilion on Tuesday 13th May 2025 at 7.30pm

00. PUBLIC SESSION

None.

01. ELECTION: CHAIRMAN

Chairman: Cllr. England

Election of this candidate was Resolved unanimously.

02. DECLARATION OF ACCEPTANCE OF OFFICE

In the absence of Cllr. England, it was Resolved that they should sign a declaration of acceptance of this office, witnessed by the Clerk, at the earliest possible convenience.

03. PRESENT / APOLOGIES

Present: Cllrs. Lockey, Parker, Copeland, Gomes-Chodynietcki, Norton, Hersey, Forster-Pearce

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

Absent: Cllr. Carrol (late apology submission)

In attendance: Tracy Godden (Clerk)

In the absence of the Parish Council Chair, Cllr. Lockey chaired the meeting.

04. ELECTIONS: VICE CHAIRMAN / COMMITTEES / REPRESENTATIVES

The Council was requested to elect members to the following positions:

41 Vice-Chairman: Cllr. Lockey

Election of this candidate was Resolved unanimously.

The Vice- Chairman signed a declaration of acceptance of this office, witnessed by the Clerk.

The Council was requested to consider the appointment of the following committees and, if appropriate, to elect members to the following committees:

4.2 Finance & General Purposes Committee: Cllrs. England, Hersey, Lockey, Gomes-Chodynietcki, Norton & Forster-Pearce

It was Resolved unanimously that these candidates be elected to the committee.

The following Terms of Reference for the Finance & General Purposes Committee were Resolved (unchanged from 2024):

Name of Committee:	Dunton Green PC Finance & General Purposes Committee
Quorum:	3 councillors
	<p>Terms of Reference (meetings will be held as required from time to time to fulfil the following responsibilities):</p> <ul style="list-style-type: none"> To undertake on behalf of the Parish Council the overseeing of financial matters and reporting to Parish Council meetings To assist and advise the Responsible Financial Officer in all matters including the preparation of the monthly, quarterly and annual accounts To monitor expenditure and income against the approved Parish Council Budget

	<ul style="list-style-type: none"> • To prepare the annual budget and precept, with associated information for presentation to the full Council • To ensure that the correct procedures are adopted and followed for all purchases and that the correct application is made of the tender process • To review tenders with the relevant committee and to make recommendations relating to these tenders for adoption by the full council. • To be proactive in pursuit of ways to improve the financial income of the Council • To recommend to the council on the appointment of the internal auditor • To assist the Responsible Financial Officer in the monitoring of the receipt and expenditure of Community Infrastructure Levy (CIL) monies
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4.3 Planning & Development Committee: ALL Councillors

It was Resolved unanimously that these candidates be elected to the committee.

The following Terms of Reference for the Planning & Development Committee were Resolved (unchanged from 2024):

Name of Committee:	Dunton Green PC Planning & Development Committee
Quorum:	As per DGPC Standing Orders for full Council: 4 councillors
	<p>Terms of Reference:</p> <ul style="list-style-type: none"> • To consider matters otherwise not dealt with at full Council pertaining to planning, especially planning applications referred to the Council by the Planning Authority and make delegated decisions concerning the suitability of any proposed development in the light of public knowledge and precedent. • To consider, in the best interests of Dunton Green, proposals for development within or affecting Dunton Green. • To be responsible for setting up, reviewing, monitoring and taking forward strategic plans that encompass the Parish Council's aspirations for Dunton Green in relation to any development proposed for Dunton Green • To involve the community in the development of the strategic plans as far as possible, considering the best means by which to achieve this so that the plans have community support. • To undertake on behalf of the Parish Council the overseeing of financial matters relating to these strategic plans (to feed into the budget process at least annually), investigating of funding opportunities to support the strategic plans and reporting to Parish Council meetings. This is to include Community Infrastructure Levy (CIL) monies and how they might be spent. • To revisit on an at least annual basis the viability of undertaking exercises, such as the production of a Neighbourhood Plan, Village Statement or other form of Supporting Document, that might feed positively, and with weight, into planning decisions made for Dunton Green • To consider Community-Led Housing &/or Community Land Trust alternatives (or other equivalent style schemes of housing) for the provision of Local Needs Housing that is available for local people, is genuinely affordable to local people and is held in perpetuity as housing stock for the village and to explore this as an alternative to the social/affordable housing mixes demanded from developers by Sevenoaks District Council.

The Council was requested to elect members to the following positions:

4.4 Councillor responsible for Allotments: Cllr. Hersey

It was Resolved and Agreed that this candidate be elected.

The Council was requested to consider the validity of the following positions on outside bodies and, if appropriate, to elect members to the following positions:

4.5 KALC Representative(s): Cllrs. Hersey and England

It was Resolved and Agreed that these candidates be elected.

4.6 Representative on Village Hall Management Committee: Cllr. Copeland

It was Resolved and Agreed that this candidate be elected.

4.7 Representative on Donnington Hall Management Committee: Cllr. Gomes-Chodynietki

It was Resolved and Agreed that this candidate be elected.

05. MINUTES OF THE COUNCIL

It was Resolved to approve and sign the minutes of the meeting held on Tuesday 8th April 2025 as a true and accurate record.

06. REQUESTS FOR DISPENSATIONS

None.

07. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

08. GENERAL ADMINISTRATION

8.1 To receive updates from Kent County and Sevenoaks District Councillors

No reports received and councillors not in attendance. It was noted that following the recent KCC elections, there is a new representative for Sevenoaks West (following Nick Chard not standing). This is Cllr. Nigel Williams (who is also Chair of Chevening Parish Council and an SDC councillor).

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

The Clerk had attended a webinar (Employment: The Basics (SLCC)) and is booked to attend webinars on S106 & CIL (KALC), Asset & Service Transfer (SLCC) and The Essentials of Being a Good Employer (SLCC). The Clerk has forwarded details of training to councillors.

8.3 Policies: Review of existing policies

8.3a Standing Orders

Last reviewed in May 2023. New Model Standing Orders had been published in March 2025, with amendments to Standing Orders 14 and 18 only. It was Resolved to approve the new Model revisions and adopt the draft version that had been prepared by the Clerk.

ACTION: CLERK

8.3b Financial Regulations

Last reviewed in May 2023. New Financial Regulations had been published in March 2025. It was Resolved to approve the new Model revisions and adopt the draft version that had been prepared by the Clerk. It was noted that the Council must review its banking arrangements in this 2025-26 fiscal year.

ACTION: CLERK/ALL

8.3c Code of Conduct

Last reviewed in May 2023. The Parish Council's code is based on the Local Government Association Model. There have been no updates to this. Members considered the fact that SDC has not adopted this Model and has its own Code of Conduct, but that this was not a reason for DGPC to change its Code. There were no suggestions for any amendments, and it was Resolved to approve the current version

ACTION: CLERK

8.4 Policies: To consider new policies**8.4a Risk Register and Risk Policy**

DGPC does not currently have a policy to deal with management of risk. Having reviewed the Risk Register, it was Resolved to approve the draft register & policy that had been provided by the Clerk. It was also Resolved that the document would be reviewed again at the September meeting when reviewing the Parish Council's insurance cover.

ACTION: CLERK

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

It was noted that this is still very much work in progress but that there will be an advert in Dunton Green News indicating that there is a vacancy for an Assistant Clerk/Facilities Officer.

ACTION: CLERK/FE/PL

8.6 Essential equipment upgrades: to note progress of projects to upgrade the office workstation and to purchase new equipment

The Clerk has identified equipment (although a new laptop is still to be considered) and this will be ordered and the handyman engaged to make some of it up (like the new office chair).

ACTION: CLERK

8.7 Notice of Casual Vacancy: to note that following the resignation of Cllr. Lapham, the notice period runs 22nd April to 13th May

It was noted that if there is no call from residents for a bye election during the notice period, that DGPC will be advised by SDC that a new member can then be co-opted. This will mean that there are two vacancies to be filled.

09. DGPC REPRESENTATIVES – EXTERNAL BODIES**9.1 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 attended or scheduled.

10. CLERK'S REPORT**Defibrillator**

Following the disappearance of the defibrillator on the shopping parade, a new model has been purchased. The new model has been placed at the Pavilion cabinet and the defibrillator from there has been moved to the shopping parade. Sevenoaks CFR have done this, completed all the checks on DGPC equipment and have taken back their temporary loan device.

Allotments

The Clerk visited the allotments with Cllr. Hersey. Following that visit it has been agreed that the gate posts to the DGPC plots need to be replaced, and the Clerk will liaise with the handyman to establish whether this is something that he can complete (or whether one of DGPC's other contractors will be required). It was Resolved that this work should be completed.

ACTION: CLERK

Banking Information

Interest rates on bank and investment deposits continue to fall, with NatWest advising most recently that its rates will fall again. The Clerk will be enquiring with Unity Trust Bank (a bank with an excellent reputation of working with Parish Councils) to set up an account to operate in line with Financial Regulations. All information will be brought to full council for consideration.

ACTION: CLERK

CCTV repair

The Clerk advised that the MUGA camera had been knocked out of place by a football and that the cabling connected to the court cameras was now dangerously slack. Spy Alarms will attend site tomorrow to rectify.

Drinking Water at the Pavilion / New Storage

The old water cooler in the main foyer area has been out of commission for some time. Rather than replace it with similar, a new water filter will be installed on the cold water tap in the kitchen, so that fresh filtered water can be obtained from there. This will mean that the water pipe for the cooler can be capped off. The proposal is that the lockers in the foyer be removed (as well as the old cooler) and an area of more practical (and much needed) storage be created in its place. It was Resolved to approve such a project.

ACTION: CLERK

Car Park

On Monday 12th May at 7.30am there were seven vehicles in the car park, all of which had been parked overnight (and some for the whole weekend). At 11am, three of those vehicles were still there and they were leafletted to advise (again) that long stay parking by residents is not permitted. The unauthorised parking caused issues for a Pavilion hirer and a paying user of the recreation ground because the car park was so heavily occupied. There was discussion about a new type of barrier gate, although it was felt that there probably was not sufficient room for certain types of drop-down barrier. It was agreed that there should be more locking of the barrier gate again, as a deterrent. Parking overnight, per se, is not the issue. It is that people then stay on and impact the availability for legitimate users of the car park. Members also indicated that stickers should be placed on windscreens of persistent parkers, as this is warned about on the notices issued.

ACTION: CLERK

11. COMMUNITY DEVELOPMENT & SAFETY

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

No newsletter but it was noted that there has been an ASB incident at the station on the previous Sunday when a wheelbarrow had been thrown onto the tracks. This was hit (at slow speed) by train and caused several hours of delays and cancellations.

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

The Clerk had received a quotation to resume basketball sessions in unto Green. These would be provided once again by Kent Panthers, this time on a Wednesday evening. Twenty-nine sessions running though until December, at a total cost of £1885. It was Resolved to accept the quotation which would provide end users with free sessions, starting as soon as possible.

ACTION: CLERK

12. FINANCE

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

The Clerk presented a bank reconciliation (30th April 2025), and it was Resolved that it be accepted. Two Parish Councillors have verified all the bank balances stated on the reconciliations against the bank / investment statements.

BANK RECONCILIATION TO END 30/04/2025

Description	Value £	Value £
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Cash in hand 01/04/2025		£171,327.80
ADD Receipts 01/04/2025 – 30/04/2025		£74,208.22
TOTAL		£245,536.02
SUBTRACT		
Payments 01/04/2025 – 30/04/2025		£21,031.37
A: Cash in hand 30/04/2025		£224,504.65
Cash in hand per Bank Statements		
NatWest Reserve 30/04/2025	£90,608.27	
NatWest Current 30/04/2025	£6,154.29	
CCLA Public Sector Deposit 30/04/2025	£87,742.09	
CCLA Local Authorities Property Fund 01/04/2025	£40,000.00	
TOTAL CASH IN HAND per Bank Statements		£224,504.65
Less unrepresented cheques		£0.00
TOTAL		£171,327.80
Plus unrepresented receipts		£0.00
B: Adjusted Bank Balance		£224,504.65

12.2 Internal Auditor Report 2024-25: to consider the Internal Auditor's report to the Council

The report from Lionel Robbins was considered. The report confirmed that there were no major concerns and indicated the adoption of a risk register (or similar) could act as the prime document in support a positive response by the Council to assertion 5 on the Annual Governance Statement. It was unanimously Resolved that the report be accepted.

12.3 Annual Governance and Accounts Return: to consider all papers as requested by the External Auditor and to note that they have been submitted

Members were shown the full suite of documents that had been produced in order to satisfy the requirements of the External Auditor in completing an Intermediate Audit for 2024-25, demonstrating the extent of the work involved. It was noted that the documents had been submitted to Mazars on 29th April (ahead of the 30th June deadline).

The notice of the appointment of the date for the exercise of public rights will be published on 2nd June, ahead of the public rights period commencing on 3rd June and ending on 14th July.

ACTION: CLERK

13. ACCOUNTS FOR PAYMENT

13.1 It was Resolved to note expenditure for April 2025 and May 2025 to date and to approve items for payment in May. 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 £
April 2025 Payments (reported at March meeting in <i>italics</i>)				
DEBIT CARD	<i>Adobe Systems Software Adobe Acrobat monthly subscription</i>	16.64	0.00	16.64
DD	<i>Hiscox Annual Insurance Premium Monthly Payment</i>	463.16	0.00	463.16
DEBIT CARD	<i>Amazon Pavilion Supplies (toilet tissue / light test key)</i>	27.59	5.52	33.11
BANK TFR	<i>KCC Procurement Services Photocopier – copy charges</i>	40.16	8.03	48.19
BANK TFR	<i>SLCC Enterprises Ltd Clerk's Training (Asset & Service Transfer)</i>	30.00	6.00	36.00
BANK TFR	<i>SLCC Enterprises Ltd Clerk's Training (Webinar - Employment Basics)</i>	30.00	6.00	36.00

BANK TFRS	Staff Salaries & Expenses April 2025	3345.28	0.00	3345.28
BANK TFR	Clerk (Ms T Godden) APM Refreshments	16.86	0.00	16.86
DD	People's Partnership Pension payment Apr 2025	385.49	0.00	385.49
DD	Heliocentrix Ltd Telephony / Broadband services Mar 2025	50.91	10.18	61.09
DD	Heliocentrix Ltd Microsoft 365 Licences Mar 2025	83.76	16.75	100.51
DD	Heliocentrix Ltd IT Support Mar 2025	77.00	15.40	92.40
DD	Smartest Energy Pavilion Gas Supply Mar 2025	443.20	22.16	465.36
DD	SAGE UK Ltd Payroll software	10.00	2.00	12.00
DD	Npower (was E.ON) Unmetered Electricity Supply Mar 2025	80.87	4.04	84.91
BANK TFR	KALC Annual Membership Subscription 2025/26	1148.34	299.67	1378.01
BANK TFR	Starboard Systems Ltd Scribe Accounts Renewal 2025/26	561.60	112.32	673.92
DD	Smartest Energy Pavilion Electricity Budget Plan payment April	899.17	179.83	1079.00
DD	EE Mobile phone contract	11.83	2.37	14.20
DD	Lebara Mobile phone contract	4.12	0.83	4.95
BANK TFR	Mr L Rpbbins Internal Audit 2024-25	175.00	0.00	175.00
BANK TFR	Sam Rogers Treecare Prices Wood Tree Maintenance	780.00	156.00	936.00
DEBIT CARD	London Hearts (Defib World) New Defibrillator	799.00	159.80	958.80
BANK TFR	CJS Plants Ltd Hanging baskets and Planters (Summer baskets)	3350.00	670.00	4020.00
DD	Castle Water Pavilion Water charges	32.54	0.00	32.54
BANK TFR	Mr Fixit Handyman repairs (various)	400.00	80.00	480.00
BANK TFR	Mrs W Jackson Ant Spray for Pavilion	11.99	0.00	11.99
BANK TFR	BNSI Electrical Contractors Emergency Light Testing and electrical works	235.00	0.00	235.00
DD	Hugofox Ltd Website	19.99	4.00	23.99
BANK TFR	SDC Saturday Freighter Hire (March 2025)	110.25	22.05	132.30
BANK TFR	KALC Staff Training	35.00	7.00	42.00
BANK TFR	KALC Staff Training	50.00	10.00	60.00
DD	Onecom Ltd Broadband and telephone – Final Invoice	7.02	1.40	8.42
BANK TFR	Bishops Services Ltd (Bibby Factors Northwest Ltd)	929.71	185.94	1115.65

	Pavilion cleaning, jet washing Apr 2025			
BANK TFR	Gardens of Kent Grounds Maintenance Apr 2025	3710.50	742.10	4452.60
May 2025 Payments to date				
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
DD	Hiscox Annual Insurance Premium Monthly Payment	463.16	0.00	463.16
BANK TFR	Streetlights Annual Maintenance Contract (Payment 1 of 2)	915.22	183.04	1098.26
BANK TFR	ONH Planning for Good Balance Invoice for consultancy work to date	2660.00	532.00	3192.00
BANK TFR	SDC Saturday Freighter Hire (April 2025)	231.52	46.30	277.82
DEBIT CARD	Water2 Under sink water filter for Pavilion	107.50	21.50	129.00
BANK TFRS	Staff Salaries & Expenses May 2025	2890.96	0.00	2890.96
DEBIT CARD	Adobe Systems Software Adobe Acrobat monthly subscription	16.64	0.00	16.64
April Payments (expected but unconfirmed/not yet paid as at 13/05/25)				

ACTION: CLERK

14. DUNTON GREEN FOR THE FUTURE

14.1 To consider notes of any meetings that have taken place to increase the Parish Council's knowledge of the progress of the Local Plan, development likelihood in Dunton Green and the interests of local stakeholders.

Members reviewed the confidential notes of a meeting with the school and a Client Note from ONH Planning for good, following an informal confidential meeting between ONH and Berkeley Homes, attended by the Clerk. Both had been productive and positive discussions. It was Resolved that the Clerk should contact ONH to agree next steps, with the Parish Council wanting ONH Planning for Good to remain involved in identifying ambitions for the future of Dunton Green.

ACTION: CLERK

15. PLANNING

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

15.1a Planning Application 23/00869/HOUSE

Location: 3 Hillfield Road

Development: Rear extension with rooflights. Porch extension and ground floor internal alterations.

Recommendation: Support.

15.1b Planning Application 23/00920/HOUSE

Location: Trenley 68 London Road

Development: Conversion of existing outbuilding to garden room/home office. New single storey extension to outbuilding.

Recommendation: Support.

It was Resolved to ratify both recommendations.

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

15.3 PLANNING NOTIFICATIONS To note the decisions from SDC or the Planning Inspectorate.
No notifications to be noted.

16. RECREATIONAL FACILITIES AND COMMUNITY AMENITIES

16.1 Noticeboard: to note that the Clerk is to meet with KCC to confirm location (and obtain permission) before placing an order for a new noticeboard

The meeting will take place on 14th May.

ACTION: CLERK

16.2 Signage: to note that formal signage for play areas has been approved and ordered

Unfortunately, there has been a further delay, and the Bookings and Facilities Officer was unable to confirm the accuracy of the last piece of artwork before finishing at DGPC (as had been anticipated at the time the agenda was compiled). The artwork that has been returned is as required, and the Clerk now needs to send a confirmation to the supplier, along with particulars of where the signs are to be placed.

ACTION: CLERK

16.3 Recreation Ground tree: to note that an order has been placed for a new tree (to replace the one that was felled) and arrangements are to be made for its planting

There will now be a delay in ordering the tree. This will be completed in September so that the tree can be planted in October (this has been scheduled with the Grounds Maintenance team). This is a much more suitable time for a tree to be planted and with current concerns about the Christmas Tree on the village green suffering in this recent long spell of dry weather, there is no wish to plant a tree

ACTION: CLERK

17. HIGHWAYS & TRANSPORTATION (INFRASTRUCTURE)

17.1 Highways Meeting: to note that the Clerk will meet with KCC officers to discuss maintenance concerns and elements of the Highways Improvement Plan (HIP)

This meeting will take place on 14th May. The Clerk was asked to raise concerns about the sight lines from Station Road which are affected by overgrown vegetation and in relation to potholes on Morants Court Road (near the Rose & Crown particularly), which members do not feel have been attended to properly.

ACTION: CLERK

17.2 Public Right of Way Damage: to note that it is alleged that South East Water caused damage when working near Price's Wood and that this has been reported to KCC PROW.

Noted.

17.3 Temporary Road Closure – Pounsley Road 19th May for 5 days: to note that there is no alternate route

Noted.

18. EVENTS

18.1 Litter Picking: to discuss arrangements for a session in May or June

It was agreed that Cllrs. Gomes-Chodynietcki and Forster-Pearce would agree a date and then liaise with the Clerk to arrange for the litter pick equipment and risk assessments to be made available on the day, as well as advertising of the event to be completed.

ACTION: AGC/GFP/CLERK

18.2 SDC Family Fun Day - Wednesday 30th July: to note any arrangements made

It was noted that Education in Full will attend the event to promote the charity and that the Parish Council has arranged for Batch 18 to provide refreshments (at cost to attendees).

19. CORRESPONDENCE & COMMUNICATIONS

19.1 Members considered or noted correspondence received since the April 2025 meeting (not already covered by an agenda item)

19.1a Clerks & Councils Direct – May 2025 edition

19.1b KALC [Email] – Notification of Extraordinary General Meeting 19/06/25

Noted. Details will be forwarded to the KALC reps. The Clerk and/or Cllr. Forster-Pearce will attend if no-one else can

ACTION: CLERK

19.1c Sevenoaks Police [Email] – Invitation to Sevenoaks Independent Advisory Group (IAG) Meeting 4th June

Cllrs. Forster-Pearce and Gomes-Chodynietki expressed an interest in attending. Clerk to forward details.

ACTION: CLERK

19.1d Resident [Email] – Closed churchyard and ashes

It was noted that SDC had told a resident that they needed to ask DGPC for permission. The Clerk had had to inform them that as SDC is responsible for maintaining the churchyard and DGPC has no authority, that they should go back to SDC. The Clerk contacted SDC to advise (and indicated to the resident that if DGPC had authority, it would have no concerns about the request).

19.1e Citizens Advice in North & West Kent [Email] – Information and request for assistance

Noted. The request would be held over to the October meeting, when donation requests are considered.

19.2 Dunton Green News (newsletter): to note progress of the Summer 2025 edition

Progress has been minimal to date, but the Clerk expects to be able to get the edition to the printer before the Bank Holiday weekend.

ACTION: CLERK

20. CO-OPTION

No applications for consideration.

21. DATE OF NEXT MEETING

21.1 Scheduled: 10th June 2025 (7.30pm) – Full Council

22. PUBLIC SESSION

None.

The meeting closed at 8.50pm.

Chairman_____

Date_____