

**AGENDA**  
**SUTTON AT HONE & HAWLEY PARISH COUNCIL MEETING**  
**To be held at 7.30 pm at the Library, Main Road, Sutton-at-Hone on**  
**Thursday 19<sup>th</sup> June 2025**

*The council meets and makes its decisions in public. A council meeting is not a public meeting. It is a meeting held in public and there is no requirement in law which allows members of the public to speak at such meetings. However, the council is keen to encourage public attendance at meetings and will therefore provide an opportunity to local registered electors to show it is committed to community engagement.*

**1. Public Participation**

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chair of the meeting. Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

**2. Apologies for Absence**

To receive and approve apologies for absence with reasons.

**3. Declarations of Interest**

To receive declarations of pecuniary and non-pecuniary interests.

**4. Chair's Announcements**

**5. External Reports**

- a) Dartford Borough Council
- b) Kent County Council
- c) Kent Police
- d) Hawley Pavilion Trust

**6. Delegated Decision Making - there is none.**

**7. Walk to School Path**

(a) To note awaiting updated lease from Dartford Borough Council.

**8. Co-Option**

(a) To consider co-option.

**9. Business for Decision**

(a) **Office Options**

i. To note existing agreement being sought for review.

(b) **Streetlighting**

i. To note quotation being obtained for new street lamp at Russell Place.

(c) **Hawley Pavilion**

i. To note consultation with Pavilion Trust underway to ascertain exact requirements before submitting requests.  
ii. To consider request from Trust to address parking issues.

(d) **Highways**

- i. To receive update on Highways Improvement Plan.

**(e) Bus Stops**

- i. To note professional advice being sought on the setting up of a working party to paint bus shelters.

**(f) Play Equipment**

- i. To note quotes for replacement tower being prepared.

**(g) Events**

- i. To consider lighting Beacon on 15<sup>th</sup> August 2025 in commemoration of VJ Day.

**(h) Parsonage Allotments**

- i. To consider quotations for fencing.
- ii. To consider requests from allotment holders for security hedging and better accessibility.

**10. Planning Applications – there were none.**

**11. External Representative's Reports**

- (a) Elders Forum
- (b) Borough and Parish Forum (cancelled for January)
- (c) KALC local network Joint Transportation Board

**12. Parish Area Responsibility Reports**

- (a) Recreation Grounds QEF/KGF
  - i. To note dogs on leads signs being erected.
- (b) Burial Ground - to receive monthly burials report
  - i. To note quotes being sought for noticeboards.
  - ii. To consider request for church event on 6<sup>th</sup> September 2025.
- (c) Barfield Green
- (d) Burnthouse Lane
- (e) The Orchard

**13. Governance and Administration**

- (a) To approve BACS payments as follows:

Gallagher	Annual Insurance	£4179.19
TipTop	Landscaping Services	£2817.00
Viking	Stationery	£79.58
RLSS UK	Defib Pads	£80.35
FCC Waste Management	Bin Collections	£138.67
Upkeep Property	Cleaning pavilion	£433.33
N Power	Energy costs	Awaiting invoice

- (b) To approve staff costs £2,973.03
- (c) To review bank reconciliations and budget position year to date.

**14. Annual governance and accountability return 2024-25**

- (a) To review the system of internal control

*The council is asked to review the system of internal control.*

- (b) To review the effectiveness of the system of internal control.

*The council is asked to consider the attached statement of internal control in support of the Annual Governance Statement. The Chair of the meeting and the clerk to sign.*

- (c) To approve the internal audit report 2024-25
- (d) To approve the Annual Governance Statement for 2024-25, Section 1 of the AGAR for the year ending 31 March 2025.

*The clerk to read out the assertions and the council to answer. The Chair of the meeting and the clerk to sign and date.*

- (e) To approve the Annual Governance Statement for 2024-25, Section 2 of the AGAR for the year ending 31 March 2025.

*The Chair of the meeting and the clerk to sign and date.*

- (f) To approve the supporting Bank Reconciliation as at 31 March 2025 and the explanation of significant variances from last year (2023-24) to this year (2024-25).

*The Chair of the meeting and clerk to sign and date.*

**15. Correspondence** – there is none.

**16. DATE OF NEXT MEETING – 17<sup>th</sup> July 2025**

*Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted, the public and the press maybe asked to leave the meeting during consideration of the following items:*

**17. Staffing**

- a) To receive update on staffing matters
- b) To consider appraisal review for Deputy Clerk