

**MINUTES OF THE MEETING OF
SUTTON AT HONE & HAWLEY PARISH COUNCIL
held at 7.30pm at Sutton-at-Hone Library
on Thursday 19th June 2025**

Present: Cllr Emma Youell; Cllr Dan Smith; Cllr Lee Newitt; Cllr Krisha White.

Also Present: J Miller Locum Clerk; K Lane incoming Clerk; Cllr George Holt (Dartford Borough Council); four members of the public.

35. Public Participation

A member of the public reported a near-miss traffic incident near the new allotments on Shirehall Road. Concerns were also raised regarding bollards at the corner of Alfred Road, where a resident is reportedly parking a low-loader in an anti-social manner, potentially operating a business from the location. This issue was reported to Kent County Council, who advised that the Parish Council should take responsibility for the bollards. Repairs needed to the pavement were discussed, and residents were encouraged to report such issues directly to Kent County Council. Speeding on Alfred Road was also raised, and it was noted that speed monitoring tubes are in place to record vehicle speeds. Additionally, a member of the public inquired about the cutting of hedgerows during the nesting season.

36. Apologies for Absence

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr Emma Connor; Cllr Ben White; Cllr Adam Jessett; Cllr Holly Siegenberg.

37. Declarations of Interest

Cllr Newett and Cllr White declared an interest in FC Sutton Dynamo items.

38. Chair's Announcements

The Chair introduced the new Parish Clerk, Kirsty Lane. Cllr Youell reported that she attended a Darent Valley Landscape event on behalf of the Parish Council, during which the Council was publicly thanked for its contributions. The KALC Area Committee meeting has been postponed, with a new date yet to be confirmed. Cllr Youell also noted that she will be attending the Beams event this coming Monday. The appointment of a Vice Chair will be added to the next meeting agenda.

39. Minutes

(a) To sign and approve the minutes of the meeting Thursday 15th May 2025.

It was **RESOLVED** to approve the minutes of the meeting of Thursday 15th May 2025.

40. External Reports

(a) Dartford Borough Council

Cllr Holt reported that emergency works are scheduled to begin tomorrow in Sutton-at-Hone. He has also been following up with Dartford Borough Council regarding the Balmoral Road footpath and expects to provide an update at the next meeting. Waste collections have been rescheduled to take place earlier in the day, around 5:00am, so residents are advised to put their bins out the night before. The housing consultation is now open for public input. Cllr Holt has invited residents to meet the manager of the new allotment site to discuss concerns. Issues raised include site lighting - no lighting will be installed - and increased traffic, although it is not expected to exceed 30 cars. Kent County Council has been consulted regarding visibility at the nearby blind turn but will not investigate further unless supported by crash data. Cllr Holt holds contact details for the site manager should any issues need to be escalated. He also reported that a community litter pick took place in Hawley, with parish councillors attending. The Council also had a presence at the Sutton-at-Hone Fête on Saturday, where a public surgery was held. Lastly, Cllr Holt noted that Dartford Borough Council issued VE Day vouchers, which were used effectively by the Active Retirement Association.

(b) Kent County Council – apologies were sent from Cllr Michael Brown.

(c) Kent Police – there was no report.

(d) Hawley Pavilion Trust - Sue, the manager of the pre-school, addressed the meeting and advised that she will be retiring and asked for clarification on the renewal of the lease.

41. Delegated Decision Making

There is none.

42. Walk to School Path

(a) To note awaiting updated lease from Dartford Borough Council – Cllr Holt is following this up.

43. Co-Option

(a) To consider next steps – it was noted that there was no further update on a candidate.

44. Business for Decision

(a) **Office Options**

i. To receive update from Kent County Council on using the library staff room – this is being chased.

(b) **Streetlighting**

i. To note quotation being obtained for new streetlamp at Russell Place – it was noted that this has been requested from Streetlights.

(c) **Hawley Pavilion**

- i. To note consultation with Pavilion Trust underway to ascertain exact requirements before submitting requests.
- ii. To consider requests from Trust to address parking issues.
It was noted that a meeting is being arranged to prepare an action plan for review.

(d) Highways

- i. To receive an update on Highways Improvement Plan.
The 30mph toolkit was discussed and this can be circulated. The tube surveys show that vehicles travel under 30mph, and this will be explained to residents.

(e) Bus Stops

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

(f) Play Equipment

- i. To note quotes for replacement tower being prepared.
This was discussed further, and a future project will be explored to replace the play area and seek grant funding.

(g) Events

- i. To consider lighting Beacon on 15th August 2025 in commemoration of VJ Day.
It was noted that the continued transition period of the council precludes this event from taking place. Future events will be considered as and when received via NALC.

(h) Parsonage Allotments

- i. To consider quotations for fencing.
The council decided to explore 1.8m mesh fencing. The funds shall be taken from the ringfenced capital reserve when the order is made. Three quotes will be reviewed at the next meeting.
- ii. To consider requests from allotment holders for security hedging and better accessibility.
Quotes will be sought for making the paths accessible, general tidying up and providing security hedging.

45. Planning Applications – there were none.

46. External Representative's Reports

- (a) Elders Forum – there was no further update, the item will be removed from the agenda.
- (b) Borough and Parish Forum (cancelled for January) - no further update.

- (c) KALC local network – the meeting had been postponed.
- (d) Joint Transportation Board - Cllr Jessett will provide a report for the next meeting.

47. Parish Area Responsibility Reports

- (a) Recreation Grounds QEF/KGF
 - i. To note dogs on leads signs being erected.
In Hawley, it was noted that the trim trail still appears uneven. Several dog bins are broken and will be reported to Dartford Borough Council. Concerns were also raised about the condition of the footpath around the perimeter of Jubilee Field near Balmoral Road, footpath DR95, which runs between the lakes and the doctor's surgery on Devon Road, opposite the GP surgery.
- (b) Burial Ground - to receive monthly burials report – none received.
 - ii. To note quotes being sought for noticeboards.
 - i. To consider request for church event on 6th September 2025. It was **RESOLVED** to agree for the church event to be approved. A risk assessment and event plan will be requested.
- (c) Barfield Green – The clerk will arrange for quotes to remove the tree where pear trees grow and repair the fence panels.
- (d) Burnthouse Lane – there was no further update.
- (e) The Orchard – it was noted that the hedges had been cut back.

48. 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.
It was **RESOLVED** to approve the bank reconciliation for April and May 2025. The budget was reviewed and consideration will be given to the potential overspending in Grounds Maintenance costs at the next meeting.
The invoices for Timer Mouldings were reviewed and it was **AGREED** to regularise ordering as per the new Financial Regulations. The bank updates for the new clerk will be added to the next agenda.

49. Annual governance and accountability return 2024-25.

- (a) To review the system of internal control
The system of internal control was **REVIEWED**.
- (b) To review the effectiveness of the system of internal control.
It was **RESOLVED** to approve and sign the statement of internal control.
- (c) To approve the internal audit report 2024-25

It was **RESOLVED** to approve the internal audit report and address items raised.

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

It was **RESOLVED** to approve the Annual Governance Statement for 2024-25, Section 1 of the AGAR for the year ending 31 March 2025.

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

It was **RESOLVED** to approve the Annual Governance Statement for 2024-25, Section 2 of the AGAR for the year ending 31 March 2025.

(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). T

It was RESOLVED 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).

50. Correspondence – there is none.

51. DATE OF NEXT MEETING – 17th 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:

52. Staffing

a) To receive update on staffing matters – an update was received.
b) To consider appraisal review for Deputy Clerk

It was **RESOLVED** to arrange an appraisal review.

The HR Committee to review the appraisal was appointed as Cllr Siegenberg; Cllr K White and Cllr Youell.

Meeting closed at 20:57pm