

AGENDA
SUTTON AT HONE & HAWLEY PARISH COUNCIL MEETING
To be held at 7.00pm at the Library, Main Road, Sutton-at-Hone on
Thursday 17th July 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. To elect Vice Chair

6. External Reports

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

7. Delegated Decisions

- (a) Leaking allotment tap - £ 350 plus VAT
- (b) Guttering repairs at Parsonage - £558 plus VAT
- (c) Removal of tree in Jubilee Field - £100 plus VAT
- (d) Repair of fence in Jubilee Field - £140 plus VAT
- (e) Repair to tower on Jubilee Field - £375 plus VAT
- (f) Repair to electrical wire at Sexton Hut – awaiting invoice

8. Walk to School Path

- (a) To note Neil King has responded to emails and a Heads of Terms document is being prepared by Dartford Borough Council. The council is asked to approve the work of the solicitor to check over the documents prior to signing.

9. Business for Decision

- (a) Co-Option
 - i. To consider co-option candidates.
- (b) **Office Options**

- i. To note awaiting existing agreement documents from Kent County Council.

(c) **Streetlighting**

- i. To note quotation being obtained for new streetlamp at Russell Place.

(d) **Hawley Pavilion**

- i. To note consultation with Pavilion Trust to address ongoing issues to be completed by new Clerk.
- ii. To formally approve the request from Peter Pan Pre-School for a long-term lease and instruct solicitor to begin drawing up new documents.

(e) **Highways**

- i. To receive update on Highway Improvement Plan.
- ii. To consider erecting signs to address litter problems on Main Road and Hawley Road.

(f) **Bus Stops**

- i. To note new Clerk taking over project to refurbish bus shelters.

(g) **Play Equipment**

- i. To note repair for tower has been confirmed and new Clerk to investigate a project to regenerate the play area and investigate grant funding.

(h) **Allotments**

- i. To consider quotations for fencing.
- ii. To note quotes being obtained for general tidying, accessible path works and security hedging.

10. Planning Applications

- (a) **25/00708/CDNA** Location Sutton At Hone Lakes Gravel Road Sutton At Hone Kent Description Submission of details relating to archaeology (condition 3) pursuant to planning permission DA/24/00280/FUL for erection of a single storey clubhouse
- (b) **25/00715/CDNA** Location Sutton At Hone Lakes Gravel Road Sutton At Hone Kent Description Submission of details relating to contamination (condition 4) pursuant to planning permission DA/24/00280/FUL for erection of a single storey clubhouse
- (c) **25/00716/CDNA** Location Sutton At Hone Lakes Gravel Road Sutton At Hone Kent Description Submission of details relating to construction management plan (condition 45), biodiversity enhancement plan (condition 8), landscaping scheme (condition 9) and photographic removal of open storage (condition 10)pursuant to planning permission DA/24/00280/FUL for erection of a single storey clubhouse
- (d) **25/00717/CDNA** Location Sutton At Hone Lakes Gravel Road Sutton At Hone Kent Description Applicant Agent Submission of details relating to external materials (condition 6) pursuant to planning permission DA/24/00280/FUL for erection of a single storey clubhouse
- (e) **25/00718/CDNA** Location Description Applicant Agent Sutton At Hone Lakes Gravel Road Sutton At Hone Kent Submission of details relating to foul and surface water drainage (condition 7) pursuant to planning permission DA/24/00280/FUL for erection of a single storey clubhouse
- (f) **25/00723/TPO** Location Sutton Court 12 Main Road Sutton At Hone Kent Application for T1 and T2 mature Lime Pollards - both require re pollard to previous points in line with general maintenance cycle subject to Tree Preservation Order No.3 1992.

11. External Representative's Reports

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

12. Parish Area Responsibility Reports

- (a) Recreation Grounds QEF/KGF
- (b) Burial Ground - to receive monthly burials report
- (c) Barfield Green
- (d) Burnthouse Lane
- (e) The Orchard

13. Governance and Administration

- (a) To approve BACS payments as follows:

Payee	Gross	Net	VAT	Details
Upkeep Property	£ 433.33	£ -		4 weeks cleaning of pavilion
Tip Top	£ 2,577.00	£ 2,147.50	£ 429.50	Landscape services
Tip Top	£ 1,200.00	£ 1,000.00	£ 200.00	Additional trackway work, waste disposal and orchard
KALC	£ 1,494.68	£ 1,245.57	£ 249.11	Annual Subscription
FCC Waste Management	£ 110.94	£ 92.45	£ 18.49	Bin collections June
KALC	£ 60.00	£ 50.00	£ 10.00	staff training
Alltype	£ 64.80			Wire at Sexton Hut
Darent Valley Landscapes	£ 250.00			Planter at Longmarsh View
Scribe	£ 673.91	£ 561.20	£ 112.32	Annual Subscription

- (b) To approve staff costs £3,930.21
- (c) To review bank reconciliation for June 2025 and budget position year to date.
- (d) To approve bank account access requirements for new Clerk.
- (e) To note Local Government Pension Scheme actuary report applied for.
- (f) To appoint payroll provider.

14. Correspondence – there is none.**15. DATE OF NEXT MEETING – 18th September 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:

16. Staffing

- a) To receive update on staffing matters