



# Sutton-at-Hone & Hawley Parish Council

Contact the Council: Parish Clerk - 07782 702994  
clerk@suttonathoneandhawleyparishcouncil.gov.uk

or visit the council website:

[www.suttonathoneandhawleyparishcouncil.gov.uk](http://www.suttonathoneandhawleyparishcouncil.gov.uk)

## Agenda for the Sutton-at-Hone & Hawley Parish Council Meeting

23<sup>rd</sup> April 2026 at 7pm in the Library, Main Road, Sutton-at-Hone

### TO ALL MEMBERS OF SUTTON-AT-HONE & HAWLEY PARISH COUNCIL

You are hereby summoned to a meeting of Sutton-at-Hone and Hawley Parish Council on Thursday 23<sup>rd</sup> April 2026 at 7pm in Sutton-at-Hone Library.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Lane'.

Kirsty Lane  
Clerk & RFO

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### MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND COUNCIL MEETINGS

#### (Public Bodies (Admissions to Meetings) Act 1960) Sch 12, paras 10 (2)(b)

The Council meets and makes its decisions in public. While a Council meeting is not a public meeting - and there is no legal requirement to allow members of the public to speak - the Council is committed to openness and community engagement. For this reason, it provides an opportunity for local registered electors to address the Council as part of its efforts to encourage public involvement. The period of time designated for public participation at a meeting in accordance with standing order 3(f) shall not exceed 10 minutes unless directed by the chair of the meeting. Subject to standing order 3(g), 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.

Members and those in attendance are reminded that Councils cannot lawfully decide items of business that are not specified in the summons/agenda (LGA 1972 Sch 12, paras 10 (2)(b)).

The Chairman will remind everyone attending and who will be participating that subject to our Standing Orders they may be filmed, recorded, photographed or otherwise reported about. If anyone objects, they should please sit at the back of the room and anybody filming, recording, photographing or otherwise reporting on the proceedings should avoid those who are sitting at the back, except if they take part in a public participation session.

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1. **PUBLIC PARTICIPATION/QUESTIONS**
  2. **TO RECEIVE APOLOGIES FOR ABSENCE & TO APPROVE THE REASONS GIVEN**
  3. **TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS FROM MEMBERS ON ANY AGENDA ITEMS TO BE DISCUSSED THIS EVENING**  
*Members to declare any interests that they may have in agenda items to be discussed this evening, in accordance with the Members' Code of Conduct\**
  4. **TO APPROVE & SIGN AS A CORRECT RECORD THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 19<sup>TH</sup> MARCH 2026**
  5. **TO REVIEW THE FOLLOWING POLICIES/DOCUMENTS OF THE PARISH COUNCIL**
    - a. Health & Safety Policy

## 6. TO RECEIVE THE CHAIR'S ANNOUNCEMENTS

## 7. EXTERNAL REPORTS

- a. Dartford Borough Council
  - i. Burnthouse Lane
  - ii. Reply regarding replacement bus shelter
- b. Kent County Council
  - i. Bus shelter grants
- c. Kent Police
- d. Kent Community Wardens
- e. Hawley Pavilion Trust
- f. Wrott & Hill

## 8. PLANNING\*\*

- a. Planning applications to be considered:

The deadline for comments on the following application has passed but the Parish Council considered this and agreed that a 'neutral' response be submitted:

[26/00323/FUL | Proposed garage conversion into habitable rooms with replacement tiled roof canopy to front elevation | 35 Harold Road Hawley Kent DA2 7SA](#)

- b. Planning application to be considered:

[26/00314/FUL / Proposed erection of 3 storey building to provide 9 no.self-contained flats with associated parking and alterations to existing vehicular access / 133 Main Road Sutton-at-Hone Kent DA4 9HQ](#)

- c. Dartford Borough Council's decisions on applications received

## 9. FINANCE

- a. To note statement of current financial position, including bank account report and income received
- b. To approve April payments to be made by BACs. Payment lists provided to members
- c. To note quotes agreed under delegated authority which may be paid before the next meeting
- d. To note direct debit payments and income received
- e. Quarterly account checks update
- f. To consider quote for Orchard boundary fencing replacement
- g. Update on AGAR and end of year process

## 10. OTHER BUSINESS FOR DECISION/DISCUSSION

### Parsonage Pavilion

- a. Update on visit to school re Parsonage project and Jubilee Playground designs
- b. To discuss watertank buildings and agree next steps
- c. Feedback from insurers re third party events
- d. Business rates relief application
- e. Request from FC Sutton Dynamos to hold end of season presentation day at the Pavilion on Saturday 6<sup>th</sup> June

### Hawley Pavilion

- f. Update on legal process and to discuss agreement in principle
- g. Car park issues and next steps

### Jubilee Field

- h. Update on grant application process and quotes for playground project

### Highways

- h. Parish-owned bus shelters and next steps
- i. Update on PROW requests submitted



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## Allotments

- j. Update on new allotment tenancy agreements, fees etc
- k. To discuss allotment tree that needs felling

## Burial Ground

- l. Update on cess pit survey and next steps

## Grass cutting

- n. Feedback on first month of new contract

## Health & Safety

- o. Legionella Risk Assessment update

## 11. EXTERNAL REPRESENTATIVE REPORTS

- a. KALC local network
- b. Joint Transportation Board

## 12. PARISH AREA REPORTS

- a. Recreation Grounds
- b. Burial Ground – to receive monthly burials report
- c. Barfield Green
- d. Burnthouse Lane
- e. The Orchard

## 13. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

- a. Abandoned car outside the Ship pub

## 14. ADMINISTRATION

- a. Annual Parish Meeting arrangements

## 15. ITEMS FOR INFORMATION ONLY

Update on Community payback work including bus shelter refurbishments

### Dates for Councillor diaries/to note:

Weekly drop-in sessions with the Clerk – Wednesdays 9.30-11.30am in the Library

Annual Parish Meeting – Thursday 14<sup>th</sup> May at 7pm, Library

## 16. EXCLUSION OF PRESS AND PUBLIC

- a. To resolve that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and because of the confidential nature of the business to be transacted, the press and public be excluded from the meeting for the following items of business: To consider confidential staffing matters and to receive update on legal matter.

**Date and time of the next meeting:** Annual Parish Council Meeting on Thursday 21<sup>st</sup> May at 7pm in the Library, Main Rd, Sutton-at-Hone.

*\*The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in the voting unless the interest is pecuniary/prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.\*\*Any planning application received up to the day of the meeting may be considered if there are time restraints for comments to Dartford Borough Council.*