



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

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

18th December 2025 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 18th December 2025 at 7pm in Sutton-at-Hone Library.

Yours sincerely,

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

Kirsty Lane
Clerk & RFO

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 27TH NOVEMBER 2025**
 5. **TO NOTE THE CLERK'S DECEMBER REPORT (APPENDIX 1) & TO RECEIVE QUESTIONS**

6. TO REVIEW THE FOLLOWING POLICIES POLICY OF THE PARISH COUNCIL

- a. Freedom of Information (FOI) Policy
- b. Subject Access Request (SAR) Policy

7. TO RECEIVE THE CHAIR'S ANNOUNCEMENTS

8. EXTERNAL REPORTS

- a. Dartford Borough Council
 - i. The Lower Darent Riverside Strategy
- b. Kent County Council
 - i. Consider request for extra salt bin at junction of Mill Road and Cross Road
- c. Kent Police
- d. Kent Community Wardens
- e. Hawley Pavilion Trust
- f. Wrott & Hill

9. PLANNING**

- a. Planning applications to be considered:

[25/01404/FUL | Erection of a single storey rear extension & new velux roof light to first floor landing | 166 Shirehall Road Hawley Kent DA2 7SN](#)

[25/01406/LBC | Application for listed building consent for structural remedial works to the garden wall north-east of the chapel, introducing buttressing, reinforcement and reconstruction works. | St Johns Jerusalem Main Road Sutton At Hone Kent DA4 9HQ](#)

- b. Dartford Borough Council's decisions on applications received
- c. To note the Parish Council's finalised response to Sevenoaks District Council's Local Plan consultation
- d. To consider request from Pulse Padel

10. FINANCE

- a. To note statement of current financial position, including bank account report and income received
- b. To approve remaining December 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 consider quote for additional electrical work required relating to Emergency lighting
- e. To consider quote for re-setting headstone at burial ground
- f. To consider membership of the CPRE
- g. To consider quote for new fire extinguishers and fire blanket

11. OTHER BUSINESS FOR DECISION

Hawley Pavilion

- a. To confirm attendance at the meeting with Hawley Pavilion Trust
- b. Hawley playground checks

Highways

- c. Request for hedge cutting by Sutton Corner roundabout
- d. Update on Roots allotments entrance issue
- e. Next steps for Speedwatch

Parsonage Pavilion

- f. . Consider request for KCC Members' Grant application
- g. Update on Health & Safety meeting and to consider next steps
- h. To discuss 'hut' by trackway and next steps, including general clearance
- i. To discuss water tank
- j. To consider rentals/hire



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12 EXTERNAL REPRESENTATIVE REPORTS

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

13. PARISH AREA REPORTS

- a. Recreation Grounds
 - i. Update on playground signage
 - ii. Update on moles removal at Parsonage
 - iii. Removal of goals and other items at Parsonage
- b. Burial Ground – to receive monthly burials report
- c. Barfield Green
- d. Burnthouse Lane
- e. The Orchard
 - i. Feedback on meeting with National Trust inc benches decision
 - ii. New fruit trees
 - iii. Permanent Christmas tree
 - iv. Update on new fencing
 - v. Lease update

14. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

- a. Street cleaning issues
- b. Footpath DR96 and antisocial behaviour

15. ADMINISTRATION

- a. To note IT arrangements going forward
- b. To agree to close down old Facebook group

16. ITEMS FOR INFORMATION ONLY

Dates for Councillor diaries/to note:

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

Santa Visiting Hawley – Sunday 21st December

Meeting with Hawley Pavilion Trust – Tuesday 6th January 5.30-7pm

Community Payback Project starting – Wednesday 7th January

Clerk's First Aid course – Tuesday 13th January

Meeting with NorthWest Kent Countryside Partnership re River– Wednesday 14th January 10am

Date and time of the next meeting: Parish Council Meeting on Thursday 15th January 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.*