



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

19th February 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 19th February 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

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 15TH JANUARY 2026**

5. TO NOTE THE CLERK'S FEBRUARY REPORT (APPENDIX 1) & TO RECEIVE QUESTIONS

6. TO REVIEW THE FOLLOWING POLICIES/DOCUMENTS OF THE PARISH COUNCIL

- a. Accessibility Statement
- b. Privacy Policy
- c. IT Policy
- d. Fire Safety Policy
- e. Health & Safety Policy
- f. Complaints Procedure Policy
- g. Biodiversity Policy
- h. Communications & Social Media Policy
- i. Training & Development Policy
- j. Parish Council Risk Assessment
- k. Parish Council H&S Risk Assessment
- l. Asbestos Management Plan
- m. Terms of Reference for Staffing Committee

7. TO RECEIVE THE CHAIR'S ANNOUNCEMENTS

8. EXTERNAL REPORTS

- a. Dartford Borough Council
 - i. Burnthouse Lane advice
- b. Kent County Council
 - i. Motorbikes and footpath behind Balmoral
 - ii. Bus shelter grants
- c. Kent Police
- d. Kent Community Wardens
- e. Hawley Pavilion Trust
- f. Wrott & Hill

9. 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:

[26/00045/FUL | Erection of a single storey rear extension and insertion of a window on the ground-floor side elevation | 23 Parsonage Lane Sutton At Hone Kent DA4 9HD](#)

The deadline for comments on the following applications is before the Parish Council but response is yet to be agreed. The response will be submitted prior to the meeting and reported at the meeting:

[25/01450/FUL | Siting of 3 No. shipping containers for office and storage ancillary to agricultural use, installation of a Tipi for agricultural activities, and widening of access and formation of vehicular track \(Retrospective\) | Roots Allotments Shirehall Pastures Shirehall Road Hawley Kent DA2 7RP](#)

[26/00071/FUL | Erection of a part two storey/part single storey rear extension | 123 Main Road Sutton At Hone Kent DA4 9HQ](#)

Additional applications to be considered:

[25/00602/FUL | Removal of existing polytunnel and installation of fully covered canopy structure containing 5 padel courts and ancillary facilities together with engineering operations including changes to land levels to create a raised level surface for padel courts and erection of retaining walls, 2m high fencing, new hardsurfacing, landscaping and parking | Hawley Garden Centre Hawley Road Hawley Kent DA2 7RB](#)



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[26/00107/FUL | Demolition of existing garage and proposed erection of a garage and recreation room in the rear garden | 18 Alfred Road Hawley Kent DA2 7SQ](#)

[26/00088/FUL | Erection of a single storey rear extension | 23 Main Road Sutton At Hone Kent DA4 9HG](#)

b. Dartford Borough Council's decisions on applications received

10. FINANCE

- a. To note statement of current financial position, including bank account report and income received
- b. To approve February 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. Interim audit feedback
- g. To consider all items raised in the External Auditor's Report and to agree any actions
- h. Bank account update and to consider additional Unity Trust Instant access savings account
- i. To discuss additional VAT refund following internal auditor advice
- j. To consider grass cutting tenders and appoint a contractor for 2026–27
- k. To consider streetlighting electricity quotes
- l. To consider the cess pit emptying quotes
- m. To consider the asbestos clearing quotes
- n. To approve statement regarding precept for the website

11. OTHER BUSINESS FOR DECISION/DISCUSSION

Parsonage Pavilion

- a. To consider writing to the Diocese of Rochester re the proposal for River project
- b. To consider Faradays lease and whether to renew or arrange for DBC and Scouts to liaise directly
- c. Emergency access and padlocks to be welded
- d. Sutton Dynamos grant funding application update

Hawley Pavilion

- e. To discuss legal advice regarding new lease and next steps
- f. To discuss parking issue and possible solutions

Highways

- g. Vegetation along Main Road
- h. Next steps for Speedwatch
- i. Highways Improvement Plan – next steps including dropped kerbs and Village Gateway
- j. Parish-owned bus shelters and next steps

The Orchard

- k. To consider planters and possible sponsorship

Burial Ground

- l. To consider Sexton's Hut lease and associated issues

12. EXTERNAL REPRESENTATIVE REPORTS

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

13. PARISH AREA REPORTS

- a. Recreation Grounds
 - i. Playground project lead
- b. Burial Ground – to receive monthly burials report
- c. Barfield Green

- d. Burnthouse Lane
- e. The Orchard

14. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

- a. Condition of bus shelter opposite Longmarsh View

15. ADMINISTRATION

- a. Website project update and to consider drone footage
- b. Annual Parish Meeting arrangements
- d. Vacancy and co-option process
- e. Feedback on Village walkabout
- f. Parish Council's response to Local government reorganisation consultation

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

Parsonage Clear-up Day – Saturday 28th February at 10am?

Meeting with DBC Officer regarding Parsonage – Wednesday 11th March at 3pm

Annual Parish Meeting – Thursday 14th May at 7pm, Library

17. 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 item of business: To consider confidential staffing matters

Date and time of the next meeting: Parish Council Meeting on Thursday 19th March 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.*