



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 March 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 March 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 19TH FEBRUARY 2026**
 5. **TO NOTE THE CLERK'S MARCH REPORT (APPENDIX 1) & TO RECEIVE QUESTIONS**
 6. **TO REVIEW THE FOLLOWING POLICIES/DOCUMENTS OF THE PARISH COUNCIL**
 - a. Health & Safety Policy

- b. Complaints Procedure Policy
- c. Biodiversity Policy and Action Plan
- d. Data Management & Retention of Documents Policy
- e. Data Breach Policy

7. TO APPOINT ADDITIONAL MEMBER TO THE STAFFING COMMITTEE

8. TO CONSIDER APPLICATIONS AND, IF APPROPRIATE, CO-OPT A PERSON TO FILL THE CURRENT VACANCY ON THE PARISH COUNCIL

9. TO RECEIVE THE CHAIR'S ANNOUNCEMENTS

10. 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

11. 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:

26/00029/ADV Former Papermakers Arms Hawley Road Hawley Kent DA2 7RB
Display of 2 no. non-illuminated fascia signs and of 1 no. non illuminated free-standing sign to replace current sign

- b. Dartford Borough Council's decisions on applications received
- c. To consider/approve the Parish Council's response to the Local Government reorganisation consultation

12. FINANCE

- a. To note statement of current financial position, including bank account report and income received
- b. To approve March 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 legionella Risk Assessment quotes

13. OTHER BUSINESS FOR DECISION/DISCUSSION

Parsonage Pavilion

- a. Update on visit to school re Parsonage project and Jubilee Playground designs
- b. Update following DBC Officer visit
- c. Request from Stargazers re event

Hawley Pavilion

- d. To discuss Hawley Pavilion Trust's decision to dissolve the Trust and to consider legal advice and next steps

Highways

- e. Highways Improvement Plan – to approve latest version and priority order
- f. Concerns raised re HGVs and subsequent response and date from KCC Highways
- g. Parish-owned bus shelters and next steps and to consider quotes received for shelter opposite Longmarsh



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Allotments

- h. To consider new tenancy agreement and rules on bonfires
- i. To consider raising rent fees next year (12 month's notice is required)

Burial Ground

- j. Update on lease issues, cess pit and report on Sexton's Hut
- k. To consider request for photo on plaque – Garden of Remembrance

Grass cutting

- l. To approve grass cutting contract for 2026–27

14 EXTERNAL REPRESENTATIVE REPORTS

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

15. PARISH AREA REPORTS

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

16. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

- a. Handrail on steps by footpath at back of church - DR50
- b. Issues with GP appointments and litter sign request

17. ADMINISTRATION

- a. Feedback on meeting with Village Hall Trust Chairman
- b. Annual Parish Meeting arrangements

18. 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
KCC Road Safety & Active Travel Seminar in Maidstone - Tuesday 21st April 9am-2pm
Borough and Parish Forum re Local Government Reorganisation – Tuesday 7th April
Annual Parish Meeting – Thursday 14th May at 7pm, Library

19. 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: Parish Council Meeting on Thursday 23rd April at 7pm in the Library, Main Rd, Sutton-at-Hone. **PLEASE NOTE THE CHANGE OF DATE FOR THIS MEETING**

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.*