



Sutton-at-Hone & Hawley Parish Council

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

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

21st May 2026 at 7pm in The Pavilion, Hawley Road, DA2 7RW

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 21st May 2026 at 7pm in Hawley Pavilion. It will be followed immediately by the ordinary Parish Council meeting.

Yours sincerely,

A handwritten signature in cursive script, 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. **TO ELECT A CHAIRMAN AND TO RECEIVE A DECLARATION OF OFFICE**
 2. **TO ELECT A VICE CHAIRMAN AND TO RECEIVE A DECLARATION OF OFFICE**
 3. **TO RECEIVE APOLOGIES FOR ABSENCE & TO APPROVE THE REASONS GIVEN**
 4. **TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS FROM MEMBERS ON ANY AGENDA ITEMS TO BE DISCUSSED THIS EVENING**
 - a. *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**
 - b. *Members also reminded to update their DPI forms with the Monitoring Officer if necessary and to contact the Clerk if there are any changes*
 5. **TO NOTE AND REAFFIRM MEMBERS' OBLIGATIONS UNDER THE CODE OF CONDUCT**

6. TO ALLOCATE AREAS OF RESPONSIBILITY:

- a. Planning
- b. Highways
- c. Footpaths & Rights of Way
- d. Recreation Grounds & Open Spaces
- e. Burial Ground
- f. Burnthouse Lane
- g. Allotments
- h. The Orchard

7. TO ELECT CHAIRMAN AND VICE CHAIRMAN AND MEMBERSHIP TO THE FOLLOWING COMMITTEE:

- a. Staffing Committee

8. TO ALLOCATE PARISH COUNCIL APPOINTMENTS:-

- a. Wrott & Hill Charity
- b. Dartford Area KALC representative
- c. Joint Transportation Board Representative
- d. Dartford Borough Council Parish Forum Representative

9. TO SET MEETING DATES FOR THE YEAR:

- a. Parish Council Meetings
- b. Annual Parish Meeting
- c. Committee meetings