



# Sutton-at-Hone & Hawley Parish Council

Contact the Council: Parish Clerk - 07782 702994

or visit the council website:

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

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

27<sup>th</sup> November 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 27<sup>th</sup> November 2025 at 7pm in Sutton-at-Hone Library.

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.

- 
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 16<sup>TH</sup> OCTOBER 2025**
  5. **TO NOTE THE CLERK'S NOVEMBER REPORT (APPENDIX 1) & TO RECEIVE QUESTIONS**

**6. TO REVIEW THE PENSION POLICY OF THE PARISH COUNCIL**

**7. TO RECEIVE THE CHAIR'S ANNOUNCEMENTS**

**8. EXTERNAL REPORTS**

- a. Dartford Borough Council
  - i. Update on extra bins request
  - ii. Update on replacement dog bin at Parsonage car park
  - iii. Update on devolution and local government reorganisation
  - iv. To discuss Ship Lane and 'concealed' entrance
  - v. Update on Gas Mains works and road closures
- b. Kent County Council
  - i. Update on KCC Budget
- c. Kent Police
- d. Kent Community Wardens
- e. Hawley Pavilion Trust
- f. Wrott & Hill

**9. PLANNING\*\***

- a. Planning applications to be considered:

[25/01251/FUL | Alteration to existing roof to provide a pitched roof and creation of habitable floorspace within, and demolition of existing conservatory | Southfort Stables Clement Street Swanley Kent BR8 7PQ](#)

[25/01265/FUL | Erection of a single storey rear extension to existing HMO | 58 Main Road Sutton At Hone Kent DA4 9EU](#)

- b. Dartford Borough Council's decisions on applications received
- c. To consider the Parish Council's response to Sevenoaks District Council's Local Plan consultation.
- d. Update on land adjacent to Parsonage Pavilion trackway

**10. FINANCE**

- a. To note statement of current financial position, including bank account report and income received
- b. To ratify November payments already made and to approve remaining November 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 work identified in the EICR report
- e. To consider quotes for new accessible website
- f. To consider quote for playground posts for signage
- g. To consider quotes for fencing at the Orchard
- h. To consider quote for allotment gate refurbishment
- i. To consider purchasing lights for the Christmas trees and a small PA system
- j. To consider reducing Parsonage Pavilion cleaning schedule
- k. To consider reducing number of grass cuts during the winter months
- l. To approve the appointment of the internal auditor for 2025-26
- m. Update on Budget setting process for 2026-27 financial year
- n. To approve the closing of the Barclays current accounts and 'switch' to Unity Trust

**11. OTHER BUSINESS FOR DECISION**

**Hawley Pavilion**

- a. To discuss and agree the agenda for the meeting with Hawley Pavilion Trust

**Highways**

- b. Update on Keith Avenue proposal for dropped/tactile kerbs
- c. To discuss Main Road proposal put forward by KCC



# Sutton-at-Hone & Hawley Parish Council

Contact the Council: Parish Clerk - 07782 702994

or visit the council website:

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

- d. Update on Roots allotments entrance issue
- e. Update on request for additional salt bins
- f. Next steps for Speedwatch

## Parsonage Pavilion

- g. Electricity bill concerns
- h. To consider quotes for mole removal and possible sharing of costs
- i. To discuss concerns regarding mushrooms growing
- j. 'Hut' along the trackway and next steps
- k. Stargazers usage and meeting feedback

## 12. EXTERNAL REPRESENTATIVE REPORTS

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

## 13. PARISH AREA RESPONSIBILITY REPORTS

- a. Recreation Grounds
  - i. Update on playground checks following inspection training
  - ii. Update on issues identified during the inspection
  - iii. Removal of goals at Parsonage
- 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. Lack of pavement along Dartford Road
- b. Response to SDC's local plan, street cleaning and Clement's Street planning applications

## 15. ADMINISTRATION

- a. To discuss agreement with the Payback Team, to agree work priority and to confirm 'base' arrangements
- b. To consider IT arrangements going forward
- c. To discuss Christmas tree collections and light switch-on

## 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

Monthly drop-in session with Borough Councillors – Sunday 30<sup>th</sup> Nov 10-12pm at Hawley Graden Centre café

Meeting with National Trust – Wednesday 3<sup>rd</sup> Dec 11am

Clerk's leave – Friday 28<sup>th</sup> November, Thurs 4<sup>th</sup>-Monday 8<sup>th</sup> December and Friday 12<sup>th</sup> December (5 days total)

Community Payback Project starting – Thursday 11<sup>th</sup> December

Budget meeting - Thursday 18<sup>th</sup> December 5.30pm-7pm.

Meeting with Hawley Pavilion Trust – Tuesday 6<sup>th</sup> January 5.30-7pm

Clerk's First Aid course – Tuesday 13<sup>th</sup> January

Meeting with NorthWest Kent Countryside Partnership re River– Wednesday 14<sup>th</sup> January 10am

**Date and time of the next meeting:** Finance (Budget) Meeting on Thursday 18<sup>th</sup> December at 5.30pm in the Library, Main Rd, Sutton-at-Hone, to be followed by the ordinary Parish Council meeting at 7pm.

*\*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.*