



AGENDA
SUTTON-AT-HONE & HAWLEY PARISH COUNCIL MEETING
To be held at 7.00pm in the Library, Main Road, Sutton-at-Hone on
Thursday 16th October 2025

To all members of Sutton-at-Hone and Hawley Parish Council

You are hereby summoned to a meeting of Sutton-at-Hone and Hawley Parish Council on Thursday 16th October 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. A council meeting is not a public meeting, it is a meeting held in public and there is no requirement in law which allows members of the public to speak at such meetings. However, the council is keen to encourage public attendance at meetings and will therefore provide an opportunity to local registered electors to show it is committed to community engagement. 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 and 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, including Disclosable Pecuniary Interests (DPIs) that they may have in agenda items to be discussed this evening in accordance with the Parish Council's Members' Code of Conduct**

4. To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Thursday 18th September 2025

5. To note the Clerk's October report on matters arising from previous minutes/meetings and updates on general progress of projects for reporting purposes only (Appendix 1). To receive questions on Clerk's report

6. To review the Standing Orders of the Parish Council

7. To review the Financial Regulations of the Parish Council

8. To receive the Chair's Announcements

9. External Reports

- a. Dartford Borough Council
- b. Kent County Council
- c. Kent Police
- d. Hawley Pavilion Trust
- e. Wroth & Hill

10. Planning**

The deadline for the comments on the following applications has passed but the Parish Council considered these and agreed that no Parish Council response was necessary:

25/01052/FUL | Construction of a replacement front boundary wall with security gates and additional landscape facilities | Clement Street Farm South Clement Street Swanley Kent BR8 7PQ

25/01089/FUL | Erection of a single storey rear extension, extension of existing side dormer and new side dormer | 166 Shirehall Road Hawley Kent DA2 7SN

Additional applications to be considered:

25/00666/FUL | Proposed garage conversion into a habitable space with the replacement of garage door with a window and the formation of an additional dropped kerb | 66 Main Road Sutton At Hone Kent DA4 9EU

25/00830/FUL | Change of use from Community Use (F2) with first floor flat (C3 residential) to create four flats and one dwelling (C3 residential) with new rooflights and 2 rear dormers to proposed apartment building. Single storey link section to be demolished; provision of parking with access from Church Road with cycle store and bin stores and creation of private amenity areas | Sutton Court 12 Main Road Sutton At Hone Kent DA4 9HA

25/01003/LBC | Application for Listed building consent for conversion of existing garage to habitable room with associated alterations to front elevations and provision of an additional vehicle crossing onto A225 | 66 Main Road Sutton At Hone Kent DA4 9EU

11. Finance

- a. To note statement of current financial position, including bank account report and income received
- b. To consider and agree this year's revised budget
- c. To approve October payments to be made by BACs. Payment lists provided to members
- d. To note quotes agreed under delegated authority which may be paid before the next meeting
- e. To consider quotes for the EICR report for Parsonage Pavilion
- f. To ratify quotes for Fire Safety work at Parsonage Pavilion
- g. To consider quotes for asbestos report for Parsonage Pavilion
- h. To consider quotes for fencing repair at Parsonage car park
- i. To consider quote for Streetlight repair
- j. To consider quotes for new Gas contract at Parsonage
- k. To consider the quotes for two extra playground inspections
- l. To confirm quarterly Accounts check completed
- m. To consider applying for corporate payment card for expenses

12. Other business for decision

Burial Ground

- a. To consider a request for a headstone inscription for a person who is not buried in the burial ground.

Hawley Pavilion

- b. To agree next steps in terms of lease, requests and Health & Safety requirements
- c. To consider new proposal for car park
- d. Update on initial enquiries regarding longer-term parking solution

Highways

- e. Feedback from Highways HIP meeting and to discuss next steps including letter to Keith Avenue resident
- f. Update on Roots allotment entrance issue
- g. To consider request for additional salt bins

Parsonage Pavilion

- h. To consider and approve fees for Sutton Dynamos for this season

13. External Representative Reports

- a. Borough & Parish Forum
- b. KALC local network
- c. Joint Transportation Board

14. Parish Area Responsibility Reports

- a. Recreation Grounds
 - i. To discuss next steps for new play equipment/replacement Tower at Jubilee Field
- b. Burial Ground – to receive monthly Burials report
- c. Barfield Green
- d. Burnthouse Lane
- e. The Orchard

15. Correspondence not dealt with elsewhere on the agenda

- a. Field behind Chapel Field Cottages, Ship Lane
- b. Request for more dog poo bins around the fields behind Mill Rd.

16. Administration

- a. To note revised leave year for employees
- b. To confirm Remembrance Sunday arrangements
- c. To consider Christmas event

17. 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
Energy Talk from Citizens Advice – Monday 13th October in the Library 12-2pm
Playground Inspection Training for Councillors – Saturday 25th October 3pm
Rogue Trader Talk – Monday 17th November 12-2pm
Clerk's leave – 27th-31st October

Date and time of the next meeting: Thursday 20th November 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.*