

**MINUTES OF THE MEETING OF
SUTTON AT HONE & HAWLEY PARISH COUNCIL
held at 7.00pm at Sutton-at-Hone Library
on Thursday 17th July 2025**

Present: Cllr Emma Youell; Cllr Emma Connor; Cllr Adam Jessett; Cllr Dan Smith; Cllr Lee Newitt; Cllr Krisha White; Cllr G Holt.

Also Present: J Miller Locum Clerk; K Lane incoming Clerk; Cllr George Holt (Dartford Borough Council); three members of the public.

53. Public Participation

A member of the public reported a car accident on Shirehall Road last night involving three parked cars, one of which was nearly written off, with speeding cited as a contributing factor. They noted that speed monitoring wires had been in place for a week previously and requested their reinstatement, particularly on Ethelbert Road, Alfred Road, and Harold Road to monitor traffic. The resident had shared a video with the Chair showing a multi-car transporter using Shirehall Road as a shortcut to the M25, a route also recently used by HGVs with trailers. These incidents appear to stem from ongoing tunnel issues, and it was suggested that signage be installed to deter large vehicles. Additionally, concerns were raised about safety near the Roots entrance, where three near misses have occurred; the existing mirror is reportedly in the wrong position, and this has been brought to the attention of KCC Councillor Brown. A question was also raised regarding the cost of fixing a public tap, it was later confirmed the tap had been repaired at no cost to the council. Finally, a resident thanked the council for their work, especially for the poppy displays and commemorative book, and expressed appreciation for the prompt response to the HMO planning application, which was welcomed by neighbours.

Cllr Newitt entered the meeting at 19:06pm

54. Apologies for Absence

It was **RESOLVED** to receive and approve apologies for absence with reasons from Cllr Ben White; Cllr Holly Siegenberg.

55. Declarations of Interest

Cllr Newett and Cllr White declared an interest in FC Sutton Dynamo items.

56. Chair's Announcements

Councillor Youell congratulated Councillor Newitt on his new role as Chair of FC Sutton Dynamo. She also attended the Beams meeting, which she found very interesting and informative. It was noted that there will be no meeting in August due

to the summer break. Councillor Youell extended her thanks to Julie for assisting the council again during its transition period to recruit a new clerk.

57. To elect a Vice Chair

It was **RESOLVED** to elect Cllr K White as Vice Chair.

58. Minutes

(a) To sign and approve the minutes of the meeting Thursday 19th June 2025.

It was **RESOLVED** to approve the minutes of the meeting of Thursday 19th June 2025.

59. External Reports

(a) Dartford Borough Council

(b) Councillor Holt reported on the Dartford Big Day Out held in Central Park, which featured free rides and live music. He also attended a scrutiny meeting where the topic of HMOs was discussed in depth. It was noted that Dartford Borough Council has limited planning control over HMOs housing fewer than six people, as they do not require planning permission. Councillor Holt has requested an Article 4 Direction to address this issue, and the council is expected to review the matter - updates are awaited. Additionally, he reported that the 414 bus service has been cancelled and expressed a desire to coordinate a response aimed at restoring the service or finding a suitable alternative to ensure residents can continue to travel within the area.

(c) Kent County Council – there was no report from Cllr Brown.

(d) Kent Police – there was no report.

(e) Hawley Pavilion Trust – A representative of the Trust updated the meeting regarding the increased use of the pavilion grounds by the football club, which now takes place not only on weekends but also during the week. She raised serious concerns about the behaviour of some parents, noting they have become abusive towards hall users, particularly elderly individuals, who now feel disrespected and victimised. This behaviour, along with constant parking by neighbours who refuse to move their vehicles, is creating a negative atmosphere and discouraging potential hirers. Complaints have increased, and during a recent AA group session, Debby had to go around the pavilion to request vehicles be moved - during which someone deliberately locked her out of the building. She stressed that the disruption is primarily caused by the parents staying on-site, and this needs to be addressed. She also noted that a letter to local properties is still awaiting approval. Additionally, vans parked on verges are now creating safety concerns. Councillor Newitt, speaking as the new Chair of the football club, assured the meeting that he would speak with club members and work with the parish council to resolve the parking issues.

60. Delegated Decision Making

- (a) Leaking allotment tap - £ 350 plus VAT – it was noted that the tap had subsequently been fixed at no cost.
- (b) Guttering repairs at Parsonage - £558 plus VAT
- (c) Removal of tree in Jubilee Field - £100 plus VAT
- (d) Repair of fence in Jubilee Field - £140 plus VAT
- (e) Repair to tower on Jubilee Field - £375 plus VAT
- (f) Repair to electrical wire at Sexton Hut – awaiting invoice

61. Walk to School Path

- (a) To note Neil King has responded to emails and a Heads of Terms document is being prepared by Dartford Borough Council. The council **RESOLVED** to approve the work of the solicitor to check over the documents prior to signing.

62. Business for Decision

(a) Co-Option

- i. To consider co-option candidates.
It was **RESOLVED** to co-opt Cllr George Holt to the parish council.

(b) Office Options

- i. To note awaiting existing agreement documents from Kent County Council – noted.

(c) Streetlighting

- i. To note quotation being obtained for new streetlamp at Russell Place. It was reported that the streetlight is only able to be installed on the boundary between 2 and 4. It was **RESOLVED** for the council to consult with residents on the revised position.

(d) Hawley Pavilion

- i. To note consultation with Pavilion Trust to address ongoing issues to be completed by new Clerk.
- ii. To formally approve the request from Peter Pan Pre-School for a long-term lease and instruct solicitor to begin drawing up new documents.
It was **RESOLVED** to approve the request from Peter Pan Pre-School for a long-term lease and instruct solicitor to begin drawing up new documents.
The defibrillator on the pavilion was discussed and it was agreed to discuss this at a future meeting.

(e) Highways

- i. To receive update on Highway Improvement Plan. The issues with reducing the speed limits were discussed and Speedwatch was discussed as a possibility.
- ii. To consider erecting signs to address litter problems on Main Road and Hawley Road. It was **RESOLVED** to affix the litter signs with cable ties to streetlights in specific areas.

(f) **Bus Stops**

- i. To note new Clerk taking over project to refurbish bus shelters – noted.

(g) **Play Equipment**

- i. To note repair for tower has been confirmed and new Clerk to investigate a project to regenerate the play area and investigate grant funding – noted.

(h) **Allotments**

- i. To consider quotations for fencing.
It was noted that a quote from Weatherley's is being sought.
- ii. To note quotes being obtained for general tidying, accessible path works and security hedging – noted.

63. Planning Applications

- (a) **25/00708/CDNA** Location Sutton At Hone Lakes Gravel Road Sutton At Hone Kent
Description Submission of details relating to archaeology (condition 3) pursuant to planning permission DA/24/00280/FUL for erection of a single storey clubhouse
- (b) **25/00715/CDNA** Location Sutton At Hone Lakes Gravel Road Sutton At Hone Kent Description Submission of details relating to contamination (condition 4) pursuant to planning permission DA/24/00280/FUL for erection of a single storey clubhouse
- (c) **25/00716/CDNA** Location Sutton At Hone Lakes Gravel Road Sutton At Hone Kent Description Submission of details relating to construction management plan (condition 45), biodiversity enhancement plan (condition 8), landscaping scheme (condition 9) and photographic removal of open storage (condition 10) pursuant to planning permission DA/24/00280/FUL for erection of a single storey clubhouse
- (d) **25/00717/CDNA** Location Sutton At Hone Lakes Gravel Road Sutton At Hone Kent Description Applicant Agent Submission of details relating to external materials (condition 6) pursuant to planning permission DA/24/00280/FUL for erection of a single storey clubhouse
- (e) **25/00718/CDNA** Location Description Applicant Agent Sutton At Hone Lakes Gravel Road Sutton At Hone Kent Submission of details relating to foul and surface water drainage (condition 7) pursuant to planning permission DA/24/00280/FUL for erection of a single storey clubhouse
- (f) **25/00723/TPO** Location Sutton Court 12 Main Road Sutton At Hone Kent Application for T1 and T2 mature Lime Pollards - both require re pollard to previous points in line with general maintenance cycle subject to Tree Preservation Order No.3 1992.

It was **RESOLVED** no comment to planning applications.

64. External Representative's Reports

- (a) Borough and Parish Forum (DBC)
- (b) KALC local network.

- (c) Joint Transportation Board. Cllr Jesset reported that once the full details of the bus review are received they will be circulated.

65. Parish Area Responsibility Reports

- (a) Recreation Grounds QEF/KGF – no further updates.
- (b) Burial Ground - to receive monthly burials report – noted.
- (c) Barfield Green - no further updates.
- (d) Burnthouse Lane – no further updates.
- (e) The Orchard – the fencing enquiry had not yet been received

66. Governance and Administration

- (a) To approve BACS payments as follows:

| Payee | Gross | Net | VAT | Details |
|--------------------------|------------|------------|----------|--|
| Upkeep Property | £ 433.33 | £ - | | 4 weeks cleaning of pavilion |
| Tip Top | £ 2,577.00 | £ 2,147.50 | £ 429.50 | Landscape services |
| Tip Top | £ 1,200.00 | £ 1,000.00 | £ 200.00 | Additional trackway work, waste disposal and orchard |
| KALC | £ 1,494.68 | £ 1,245.57 | £ 249.11 | Annual Subscription |
| FCC Waste Management | £ 110.94 | £ 92.45 | £ 18.49 | Bin collections June |
| KALC | £ 60.00 | £ 50.00 | £ 10.00 | staff training |
| Alltype | £ 64.80 | | | Wire at Sexton Hut |
| Darent Valley Landscapes | £ 250.00 | | | Planter at Longmarsh View |
| Scribe | £ 673.91 | £ 561.20 | £ 112.32 | Annual Subscription |

- (b) To approve staff costs £3,930.21
- (c) To review bank reconciliation for June 2025 and budget position year to date.
- (d) To approve bank account access requirements for new Clerk.
It was **RESOLVED** for the new clerk to be added to the bank account access.
- (e) To note Local Government Pension Scheme actuary report applied for - noted
- (f) To appoint payroll provider. It was **RESOLVED** to appoint the independent payroll provider.

67. Correspondence – there is none.

68. DATE OF NEXT MEETING – 18th September 2025

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press maybe asked to leave the meeting during consideration of the following items:

69. Staffing

- a) To receive update on staffing matters – an update was noted.

Meeting closed at 19:50pm.