



## Minutes of the Sutton-at-Hone & Hawley Parish Council Meeting

Thursday 18<sup>th</sup> December 2025 at 7pm in the Library, Main Road, Sutton-at-Hone

### REMINDER TO ATTENDEES

The Chairman reminded everyone in attendance and participating of the following: "Subject to our Standing Orders you may be filmed, recorded, photographed or otherwise reported about. If anyone objects, could you 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."

### PRESENT:

Cllr E Youell White (Chair), Cllr L Newitt, Cllr K White, Cllr B White, Cllr G Holt

### ALSO IN ATTENDANCE:

Kirsty Lane - Clerk & RFO  
0 members of the public

#### 1. PUBLIC PARTICIPATION

25/260

No members of the public present.

#### 2. APOLOGIES FOR ABSENCE

25/261

Apologies received from Cllr D Smith, Cllr H Siegenberg, Cllr A Jessett and Cllr E Connor  
**RESOLVED:** Reasons noted and approved.

#### 3. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS FROM MEMBERS

25/262

Cllr B White, Cllr K White and Cllr L Newitt declared a non-pecuniary interest in the Football club.  
Cllr G Holt declared a non-pecuniary interest in Borough Council-related matters.

#### 4. MINUTES OF THE COUNCIL

25/263

It was **RESOLVED** to approve and sign as a correct record the Minutes of the Parish Council Meeting held on Thursday 27<sup>th</sup> November 2025.

#### 5. CLERK'S DECEMBER REPORT & TO RECEIVE QUESTIONS ON THE CLERK'S REPORT

25/264

See Appendix 1  
Noted. No questions.

**6. TO REVIEW THE FOLLOWING POLICIES OF THE PARISH COUNCIL**

**25/265**

- a. Freedom of Information (FOI) Policy
- b. Subject Access Request (SAR) Policy

**RESOLVED:** To formally approve and adopt both policies.

**7. CHAIR'S ANNOUNCEMENTS**

**25/266**

Cllr Youell thanked everyone for their hard work during the year.

**8. EXTERNAL REPORTS**

**a. Cllr George Holt, Dartford Borough Council**

**25/267**

Cllr Holt submitted a report - See Appendix 2. Cllr Holt also presented his report verbally.

**ACTION:** Clerk to contact Dartford Borough Council regarding advice on Parsonage Pavilion and potential users/discussions with other parties.

**b. Cllr Michael Brown, Kent County Council**

**25/268**

Councillor Brown was not present and did not send a report.

**ACTION:** Clerk to contact Cllr Brown regarding additional salt bin request.

**c. Kent Police**

**25/269**

No updates received and no local updates on my Community Voice.

**d. Kent Community Wardens**

**25/270**

Report received from Community Warden, Jo Appleton. See appendix 3.

**e. Hawley Pavilion Trust**

**25/271**

No updates. A meeting is scheduled with Hawley Pavilion Trust for the new year.

**f. Wrott & Hill**

**25/272**

No updates.

**9. PLANNING**

**a. New applications received**

**25/273**

The following applications were considered:

[25/01404/FUL | Erection of a single storey rear extension & new velux roof light to first floor landing | 166 Shirehall Road Hawley Kent DA2 7SN](#)

**RESOLVED:** Neutral Response



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25/01406/LBC | Application for listed building consent for structural remedial works to the garden wall north-east of the chapel, introducing buttressing, reinforcement and reconstruction works. | St Johns Jerusalem Main Road Sutton At Hone Kent DA4 9HQ

**RESOLVED:** Support

25/01405/FUL | Removal of rear gable projection and provision of flat roof dormer to rear of existing building | Willow Court 31B Devon Road Sutton At Hone Kent DA4 9AA

**RESOLVED:** As this application has only recently been received, it was agreed that Councillors would defer responding. Clerk to respond under delegated authority, once consensus reached.

**b. Dartford Borough Council's decisions on applications received  
25/274**

**52 Harold Road, Hawley, DA2 7SA**

*Erection of a single storey rear extension, alterations to roof from hip end to gable end for loft conversion comprising dormer window in rear elevation and part external wall insulation*

**Granted**

**17 Royal Road, Hawley, DA2 7RD**

*Erection of a single storey double garage with shed for No17 Royal Road including hardstanding (part retrospective application)*

**Granted**

**66 Main Road, Sutton-at-Hone, DA4 9EU**

*Application for Listed Building Consent to alter the use of the unused cellar space in the property (former coal cellar) in order to create a useable space for storage (retrospective application)*

**Granted**

**ACTION:** Clerk to check whether a decision has been made regarding Sutton Court application.

**c. To note the Parish Council's finalised response to Sevenoaks District Council's Local Plan consultation.  
25/275**

The response was agreed via email and the Clerk responded under delegated authority.

**ACTION:** Clerk to add to website.

**d. To consider request from Pulse Padel  
25/276**

Pulse Padel requested support from the Parish Council for their plans for Hawley. It was agreed that they can attend the January Parish Council meeting and present their plans.

**ACTION:** Clerk to respond to confirm their attendance at the meeting and to say that the Council will hold off making any decision regarding this request until after the January meeting, as Councillors have some questions too.

## 10. FINANCE

- a. To note statement of current financial position, including bank account report and income received  
**25/277**

Bank report and Income/Expenditure summary sheet noted and signed by the Chair.  
The total amount in the Parish accounts is £153,131.09.

- b. To approve December payments to be made by BACs. Payments list provided to members  
**25/278**

It was **RESOLVED** to approve the December payments below. Payment list signed by the Chair.  
Cllr K White and Cllr Newitt to authorise the online payments.

Payee	Net	VAT	Gross	Details
Solar Gates	862.50	172.50	£1035.00	Balance for repair to height barrier (insurance paid).
Siemens	95.74	19.15	£114.89	Old finance agreement for printer – final payments
Siemens	95.74	19.15	£114.89	Old finance agreement for printer – final payments
Timber Holdings			£43.92	Invoice unpaid from last year – materials
Viking	37.62	7.53	£45.15	Ink cartridges for Deputy
Streetlights	107.00	21.40	£128.40	Column 71 repair
Streetlights	145.00	29.00	£174.00	Column 15 repair
Streetlights	565.00	113.00	£678.00	Column 23 replacement pole and box
National Trust	100.00		£100.00	License for Orchard
Pest Relief Services	450.00	90.00	£540.00	Moles
Tip Top	80.00	16.00	£96.00	Gas meter clearance
Tip Top	1547.50	309.50	£1857.00	
NPower Nov	383.19	19.16	£402.35	Streetlighting electricity
Upkeep Property Invoice		-	£383.00	4 weeks cleaning of pavilion

### Staff Costs

Payee	Gross	Details
Employees	£4165.94	December Salaries
HMRC	£2030.88 Direct Debit payment	Tax & NI due for December
Nest and Kent Pension Fund	£1267.21	December pension payments for Deputy Clerk and Clerk

- c. To note quotes/payments agreed under delegated authority which may be paid before the next meeting  
**25/279**

Wise Choice - Boiler servicing £160 plus parts  
Sign Shed - Additional playground signage £35



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## Direct Debit payments made since last month

£195.00 to Dartford Borough Council- Business rates  
£80.03 to Nest pension  
£20.06 to H3G for phones  
£194.35 to British Gas (Parsonage electricity)  
£15.00 to Riddingtons – payroll services  
£78.00 Waveney IT – Domain renewal  
£30.00 Waveney IT – Alias emails set-up  
£169.34 Waveney IT – Monthly fees  
£195.00 to Dartford Borough Council- Business rates

## Income/credit received in past month

£2190.00 CIL from Stargazers for Pavilion usage  
£20 allotment rent  
£560 from Stephen Gay Burial  
£115 from Stephen Gay Plaque in Garden of Remembrance

d.To consider quote for additional electrical work required relating to emergency lighting

**25/280**

This quote also includes the PIR sensors and lights on the external lighting and some observatory light replacements - will request a separate invoice to Stargazers for this element.

Also added in sensors to external lights so come on when approach pavilion

**RESOLVED:** To in principle approve quote for circa £2000 from Gary Hagon Electrical but Cllr Newitt to check whether there is any FA funding available.

e.To consider quote for re-setting headstone at burial ground

**25/281**

After some discussion around the possibility of a number of headstones needing to be laid on safety grounds, and in the absence of family members to contact, it was agreed that the headstone would not be re-set.

**ACTION:** To ensure that headstone is not laid across pathway and is on the grave ie not causing a trip hazard.

f.To consider membership of CPRE

**25/282**

**RESOLVED:** After some discussion around the work of CPRE and current situation with 'greybelt' status, it was agreed that the Parish Council would re-join at an annual cost of £60.

g.To consider quotes for new fire extinguishers and blanket

**25/283**

**RESOLVED:** To accept the quote from Fire Protection online for between £500 and £600 dependent on final agreement on stands required.

h. Quote to cut hedge at the Orchard

**25/284**

**RESOLVED:** To accept the quote from Tree Craft for £300

## 11. OTHER BUSINESS FOR DECISION

### Hawley Pavilion

- a. To confirm attendance at the meeting with Hawley Pavilion Trust

**25/285**

The Hawley Pavilion Trust meeting is scheduled for 5.30pm on Tuesday 6<sup>th</sup> January. It was agreed that Cllr E Youell, Cllr K White, Cllr L Newitt and the clerk would attend.

- b. Hawley Playground checks

**25/286**

Cllr B White has offered to take on the Hawley playground checks whilst Cllr E Connor is on maternity leave. Cllr B White and Cllr L Newitt also agreed to share the responsibility for the Jubilee playground checks.

**ACTION:** Clerk to send playground checklists

### Highways

- c. Request for hedge cutting by Sutton Corner roundabout

**25/287**

This was reported to KCC and some cutting back has taken place but not enough.

**ACTION:** Cllr Holt to contact the owners and explain the visibility issues and request for it to be cut back further.

The cutting back along Main Road that has been requested has also been partially cut.

**ACTION:** Clerk to request that this be cut back further too. Clerk also to report the missing village gateway sign that was opposite Parsonage Pavilion.

- d. Update on Roots allotments entrance issue

**25/288**

The Clerk and Cllr K White met with the applicant's representative and discussed the visibility concerns, including possible alternative entrance points. The Clerk subsequently followed this up with Planning Enforcement, who have advised that the next step is for Roots to submit a planning application. All relevant matters, including visibility and access, will then be formally considered as part of that process, and both the Council and KCC Highways will have the opportunity to comment.

**ACTION:** Clerk to check with officer whether the application has been submitted.

- e. Next steps for Speedwatch

**25/289**

Only a few residents have volunteered. Posters have been displayed on the noticeboards and an article is to go in the January Newsletter.

**ACTION:** Clerk to push again in the new year.

### Parsonage Pavilion

- f. Consider request for KCC Members' grant application

**25/290**



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It was originally suggested that we apply for picnic benches in the Orchard. However, following a meeting with a National Trust representative, who advised that they do not provide picnic tables due to concerns around littering and the use of disposable barbecues, and in light of existing issues with people gathering and leaving rubbish in the Orchard, it was subsequently suggested that the Parsonage river area would be a more suitable location for the grant

**ACTION:** Clerk to submit paperwork and grant application.

g. Update on H&S meeting and to consider next steps

**25/291**

The Worknest H&S advisor conducted our latest audit. We also discussed what we have been working on following last year's Risk Assessments and audits. She was happy with the progress made so far but we still have work to do and these have been added to Worknest.

**ACTION:** Clerk and Deputy Clerk to continue to work through Worknest actions.

h. To discuss 'hut' by trackway and next steps, including general clearance

**25/292**

It was agreed that a clearance day is required. The hut can be removed at the same time as Cllr B White is confident that it is harmless material. Rubbish along the trackway, car park and pavilion itself can be removed at the same time, as can the goals.

**ACTION:** Clerk to book in for the new year

i. To discuss water tank

**25/293**

A decision needs to be made regarding the water tank building. The asbestos identified in the survey needs to be cleared. As a minimum the doors need to be boarded up and the building made watertight etc.

**ACTION:** Clerk to arrange for the asbestos parts to be removed as soon as possible. Cllr Newitt to send details of company who may be able to seal the rest of the asbestos.

j. To consider rentals/hire

**25/294**

It was agreed that a long-term plan for the Pavilion is required and that fundraisers and events would be a better source of income than private hire/rentals. The Parish Council does not have capacity to arrange opening up and locking up etc.

## 12. EXTERNAL REPRESENTATIVE REPORTS

a. KALC local network

**25/295**

No report.

b. Joint Transportation Board  
**25/296**

No report:

**13. PARISH AREA RESPONSIBILITY REPORTS**

a. Recreation Grounds

i. Update on playground signage

**25/297**

The new playground advisory signage is up on posts in the play areas.

ii. Update on moles removal at Parsonage

**25/298**

Mole removal work completed. Invoice sent to Sutton Dynamos for their share of cost.

iii. Removal of goals at Parsonage

**25/299**

As discussed, these will be cleared on the clearance day in January.

b. Burial Ground – to receive monthly burials report  
**25/300**

There has been one burial check request, two interment requests and three ownership transfers. One full burial has taken place this month. The Deputy Clerk will be updating the Rules & Regulations and Burial fees in the new year.

c. Barfield Green  
**25/301**

No updates.

d. Burnthouse Lane  
**25/302**

No updates.

e. The Orchard  
**25/303**

i. Meeting with National Trust

The Clerk met with a representative from the National Trust – no concerns and he has put the clerk in touch with the person responsible for renewing the lease. He offered to make up some basic benches for us if we trim their part of the hedge back. This is very basic work that can be done by the payback team, which was agreed.

**ACTION:** Clerk to send round photos of the proposed benches.

ii. New fruit trees

The Ranger suggested some fruit trees that would be appropriate. Cllr K White is looking into the ancient Orchard status of the trees to see if there is any support/funding etc.





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## iii. Permanent Christmas tree

The National Trust are happy with us planting a permanent Christmas tree if we wish.

## iv. Update on new fencing

The Orchard fencing work has been booked in for the new year.

## v. Lease update

In January, the Clerk is meeting the person responsible for updating the lease.

## 14. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

### a. Street cleaning issues

**25/304**

The Parish Council is being copied in to emails from a resident to Dartford Borough Council regarding street cleaning (or lack of) in Clements Street.

### b. Footpath DR96 and antisocial behaviour

**25/305**

This issue was reported to us. The Deputy Clerk raised this with the community warden as the resident had already reported it to the police. The resident is also speaking to the community warden about the ongoing issues.

### c. Parish Forum agenda items

**25/306**

No items put forward.

### d. Request from Stargazers

**25/307**

Stargazers have requested to use the Pavilion for community events on Tues 3<sup>rd</sup> and Wed 4<sup>th</sup> Feb, Tues 3<sup>rd</sup> and Wed 4<sup>th</sup> March and also 26<sup>th</sup> Feb. This was agreed.

## 15. ADMINISTRATION

### a. To note IT arrangements going forward

**25/308**

We have reduced the monthly costs by reducing the Microsoft packages for Councillors. We will remain with Waveney for continuity for this year. We have also met with a local IT support person who we may call in if we require on-site support.

### b. To agree to close down old Facebook group

**25/309**

**ACTION:** It was agreed that the clerk would post a reminder that the facebook group would be closed in the new year, and then to close it.

**16. ITEMS FOR INFORMATION ONLY**

**25/310**

**Dates for Councillor diaries/to note:**

Weekly drop-in sessions with the Clerk – Wednesdays 9.30-11.30am in the Library

Santa Visiting Hawley – Sunday 21<sup>st</sup> December

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

Community Payback Project starting – Wednesday 7<sup>th</sup> January

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

Cllr K White mentioned that some of the local fishermen were keen to help with river improvement works.

The meeting closed at 8.40pm.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_



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## APPENDIX 1 – Clerk's December Report

### Parsonage

The height barrier at Parsonage has been replaced, and we know the paint colour that we need to repaint the remaining sections. This will be added to the list of jobs for the payback team. Padlocks will soon be replaced with combination locks.  
The servicing of the boilers has been booked.

### Community Payback Project

The Clerk met with the Manager who is organising our agreement and the relevant Risk Assessments etc. The project is due to start in January, with an initial list of jobs including painting, litter picking and general maintenance.

### Orchard Fencing

New fencing will be installed in January. The damaged fence at Parsonage will be repaired at the same time.

### Keith Avenue Dropped / Tactile Kerbs

The drawings have been approved and Kent County Council (KCC) will now raise a job ticket so this work can be scheduled.

### Christmas Trees

Thank you to Hawley Garden Centre and Sutton Manor Nursery for their generous tree donations. Thanks also to Revd Emma Young for organising the carols, and to the Parish Councillors for collecting and setting up the trees and decorations.

### Playground Project – Jubilee Field

Options are being explored to replace the old playground equipment. Cllr Connor will be speaking with the school about involving the School Council in reviewing shortlisted designs in February.  
Advisory signage and posts will also be installed at all playgrounds within the next month.

### New Website

Work on the new website is provisionally scheduled to start in January.

### Bank Account 'Switch'

The main Parish Council bank accounts are due to be switched to Unity Trust in early January.

### Monthly Newsletter Updates

We are starting regular Parish Council updates in the monthly newsletter, beginning this month.

### Other hedges

Various overgrown hedges have been reported to KCC/the landowners to ask that they be cut back. This includes the hedge at Sutton Corner, the hedge from the layby to Arnolds Lane and the verge/hedge on Dartford Road  
Quotes being sought for cutting back the hedge at the front of the Orchard.

## **APPENDIX 2 – Dartford Borough Councillor update, Cllr G Holt**

### **River Darent Strategy**

I'm currently awaiting a meeting date with Dartford Borough Council's River Darent team so we can get a clearer view of the programme, including the funding position, project scope, and planned timelines.

### **Government Fair Funding Review**

As part of the Government's funding review, Dartford Borough Council's *core spending power* is shown as reducing by **1.9%** (from **£27.1m** in 2024–25 to **£26.6m** for 2025–29). Kent County Council is set to receive an additional **£127.3m** for **2026–27**, an **8.3%** increase compared with the adjusted like-for-like figure for **2025–26**.  
**Upcoming Surgery**

My next surgery will be in **Wilmington on 25 January**.

### **Santa on Tour**

Santa on Tour continues and will be stopping in **Hawley this Sunday**.

### **Ship Lane Gas Works**

Gas works around **Ship Lane** have started and are progressing in line with the plan to date.

### **Fly-tipping Enforcement and Clean-up**

- A **large fly-tip on Hawley Road** has been cleared, which required specialist equipment.
- Dartford Borough Council has also **secured a conviction** in a case involving a resident stopped in **Barfield, Sutton-at-Hone**, carrying waste without a licence, indicating pending fly-tipping activity.

### **Padel Court Proposal – Hawley Garden Centre**

Plans have been submitted for a padel court at **Hawley Garden Centre**. Cllr Sandhu and I met with the business owner; there are a number of issues that would need to be addressed before the application could be approved by officers. I have advised the applicant to engage with the Parish Council directly to understand whether the parish is supportive of the proposal.



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## **APPENDIX 3 – Community Warden Report, Jo Appleton**

Firstly, I would like to take this opportunity to wish you all a Merry Christmas and a wonderful New Year!

I provide a visible presence in Hawley, this allows time to engage with the community, gather any intel and provide to the police. Residents voice any concerns and where possible I can help resolve them. Raising awareness of scams and rogue traders is of a high importance.

I continue to respond to referrals from SECAM, Social services, Kent Police and Trading Standards of welfare/safeguarding concerns regarding vulnerable residents in Hawley and Sutton-at-Hone.  
I encourage isolated residents to join local groups to improve their well-being.

### **Issues raised during Visible Presence**

- Provided confidential support and advice to a resident experiencing financial pressures, ensuring appropriate guidance and signposting were offered.
- Reported a pothole in Shirehall Rd
- Reported fly tipping to DBC.
- Offered Amanda support regarding ASB – if residents have continued issues please give them my details or remind them they can find me at Hawley Garden Centre.

### **Attending community groups/Schools/meetings**

The third Friday of the month I still provide a Warden Surgery at Hawley Garden Centre. At my last surgery I did the toy collection and I would like to thank you for sharing our posters. I was able to fill my van with donated toys, which included both new and preloved items. All donations were sorted, quality-checked, and prepared for distribution.

Residents who required additional support were identified and invited to attend the Tree Estate, where toys were distributed to families in need. Through this initiative, support was provided to more than 40 children, helping to ease financial pressures on families during the festive period while also promoting recycling and reducing waste.