



Minutes of the Sutton-at-Hone & Hawley Annual Parish Council

Meeting

Thursday 21st May 2026 at 7pm in Hawley Pavilion, Hawley

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 K White, Cllr B White, Cllr Golledge and Cllr Holt.

ALSO IN ATTENDANCE:

Kirsty Lane - Clerk & RFO
1 member of the public

1 ELECTION OF CHAIRMAN AND TO RECEIVE A DECLARATION OF OFFICE

26/209

Cllr Emma Youell confirmed that she would be happy to stand as Chair again. The clerk asked whether there were any further nominations – there were none. Cllr Youell was proposed and seconded and elected unanimously. Declaration of office signed and Cllr Youell chaired the remainder of the meeting.

2 ELECTION OF VICE CHAIRMAN AND TO RECEIVE A DECLARATION OF OFFICE

26/210

Cllr K White confirmed that she would be happy to stand as Vice Chair again. The clerk asked whether there were any further nominations – there were none. Cllr K White was proposed and seconded and elected unanimously. Declaration of office signed.

3 APOLOGIES FOR ABSENCE

26/211

Apologies received from Cllr E Connor and Cllr Newitt

RESOLVED: Reasons noted and approved.

4. DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS FROM MEMBERS

26/212

None.

5. TO NOTE AND REAFFIRM MEMBERS' OBLIGATIONS UNDER THE CODE OF CONDUCT

26/213

The Clerk reminded everyone of their obligations under the Code of Conduct and explained that she has been in contact with Dartford Borough Council and awaiting a response on whether they are still planning on adopting the LGA Code of Conduct – in which case the Parish Council can consider adopting this code too.

6. ALLOCATION OF AREAS OF RESPONSIBILITY

26/214

The following areas of responsibility were agreed:

- a. Planning – Cllr Holt
- b. Highways – Cllr Youell
- c. Footpaths & Rights of Way – Cllr K White
- d. Recreation Grounds & Open Spaces – Cllr B White (Parsonage & Hawley), Cllr Golledge (Jubilee Field)
- e. Burial Ground – Cllr Youell
- f. Burnthouse Lane – To be decided at July meeting
- g. Allotments – To be decided at July meeting
- h. The Orchard – Cllr K White

7. ELECTION OF CHAIRMAN AND VICE CHAIRMAN AND MEMBERSHIP TO THE FOLLOWING COMMITTEE:

26/215

- a. Staffing Committee – Cllr K White, Cllr Youell, Cllr Newitt and Cllr Siegenberg

8. PARISH COUNCIL APPOINTMENTS:-

26/216

It was **RESOLVED** to approve/re-confirm the following appointments:

- a. Wrott & Hill Charity – Cllr Holt and Cllr E Connor
- b. Dartford Area KALC representative – Cllr Youell
- c. Joint Transportation Board Representative – Cllr Jessett
- d. Dartford Borough Council Parish Forum Representative – Cllr K White and Cllr E Youell

9. TO SET MEETING DATES FOR THE YEAR:

26/217

- a. Parish Council Meetings – To remain third Thursday of the month excluding August
- b. Annual Parish Meeting – Thursday 29th April 2027
- c. Committee meetings – Clerk to circulate proposed staffing committee dates