



Sutton-at-Hone & Hawley Parish Council

Contact the Council: Parish Clerk - 07782 702994
clerk@suttonathoneandhawleyparishcouncil.gov.uk

or visit the council website:

www.suttonathoneandhawleyparishcouncil.gov.uk

Minutes of the Sutton-at-Hone & Hawley 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. PUBLIC PARTICIPATION

26/218

No questions.

2. APOLOGIES FOR ABSENCE

26/219

Apologies received from Cllr E Connor and Cllr Newitt
RESOLVED: Reasons noted and approved.

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

26/220

Cllr K White and Cllr B White 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

26/221

It was **RESOLVED** to approve and sign as a correct record the Minutes of the Parish Council Meeting held on Thursday 23rd April 2026.

5. CHAIR'S ANNOUNCEMENTS

26/222

Cllr Youell spoke briefly about the preceding meeting of Hawley Pavilion Trust where it was resolved that the Trustees would surrender the existing lease and a new Charitable Incorporated Organisation (CIO) be created, with the Parish Council as the sole corporate trustees. Cllr Youell thanked all the Hawley Pavilion Trustees who have volunteered their time over the years, and said that the Parish Council is looking forward to continuing the

good work and retaining the pavilion as a community asset for the future. The promotional video for Parsonage is being worked on. Thank you to David Wilson for the drone footage. The Annual Parish Meeting was a success and lots of good feedback received. Thank you to the National Trust for their interesting and informative talk and thank you to all the Councillors for their hard work.

6. EXTERNAL REPORTS

a. Cllr George Holt, Dartford Borough Council 26/223

Cllr Holt said the Annual Parish Meeting was the first one for many years and he was very pleased by the turnout.

At the recent local surgery, most issues were relating to Public Rights of Way.

There is an abandoned van on Main Road which has been reported but it has not been there long enough for the authorities to class it as abandoned yet.

133 Main Road planning application – this has been withdrawn following many local objections but there may be a revised application in the near future.

b. Cllr Michael Brown, Kent County Council 26/224

Not present and no update received.

c. Kent Police 26/225

No update.

d. Kent Community Wardens 26/226

The Community Wardens sent a newsletter update and this has been published on the Parish Council website for anyone who is interested in finding out more about what they do.

e. Hawley Pavilion Trust 26/227

As discussed earlier, the Hawley Pavilion Trust meeting went well and those present were reassured by the Parish Council's commitment to continuing to run the pavilion as a community asset.

f. Wrott & Hill 26/228

No update.

7. PLANNING

a. New applications received 26/229

The deadline for comments on the following applications has passed but the Parish Council considered this and agreed that a 'neutral' response be submitted:

[26/00423/FUL | Erection of a double storey side extension and front porch extension | 45A Alfred Road Hawley Kent DA2 7SG](#)



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[26/00377/FUL | Retention of ground floor retail shop. Erection of a part single and part two storey side extension, rear dormer and front roof lights, to create a loft conversion, and external staircase for the formation of 1 self-contained dwelling \(2-bedroom, first-floor flat\) | 77 & 77A Main Road Sutton At Hone Kent DA4 9HQ](#)

Other applications considered:

[26/00491/VCON | Erection of a single storey rear extension \(variation of condition 2 \(approved drawings\) of planning permission DA/26/00088/FUL in respect of replacing previously approved drawings with submitted drawings - increasing depth of side extension and alterations to the fenestration arrangement\) | 23 Main Road Sutton At Hone Kent DA4 9HG](#)

RESOLVED: Neutral response - no objections

[26/00549/FUL | Erection of an Oak framed Barn to accommodate two parking spaces with ancillary home office on the first floor | Clement Street Farm South Clement Street Swanley Kent BR8 7PQ](#)

RESOLVED: It was agreed that it is difficult to tell from the photos what the hardstanding was there for originally and this is not explained in the supporting statement. Clerk to ask the officer for more details.

**b. Dartford Borough Council’s decisions on applications received
26/230**

35 Harold Road Hawley Kent DA2 7SA

Proposed garage conversion into habitable rooms with replacement tiled roof canopy to front elevation
GRANTED

39 Main Road Sutton At Hone Kent DA4 9HG

Erection of car port (Part retrospective)
GRANTED

St Johns Jerusalem Main Road Sutton At Hone Kent

Application for listed building consent for structural remedial works to the garden wall north east of the chapel, introducing buttressing, reinforcement and reconstruction works.
GRANTED

**c. Dartford Planning Policy Consultation
26/231**

It was agreed that the Parish Council is not best placed to respond to this consultation, and a response is not required.

8. FINANCE

**a. To note statement of current financial position, including bank account report and income received
26/232**

Noted.

**b. To approve May payments to be made by BACs. Payment lists provided to members
26/233**

Payee	Net	VAT	Gross	Details
Jaguar	100.00	20.00	120.00	Already paid– to be ratified

				Emergency water leak call-out
Sports Ground Services Ltd	550.00	-	-	Already paid- to be ratified Emergency tree removal
Wellers Solicitors	560.00	112.00	672.00	Legal advice – Hawley Pavilion lease
Streetlights	107.00	21.40	128.40	Devon Rd streetlight repair
KALC	50.00	10.00	60.00	Planning Course for Cllr Golledge
FCC MI189152	119.92	23.98	143.90	Bin collections Apr
Lothlorien	554.92	110.98	665.90	Door closer installation, tiling repairs, replace and install light, fence repair, flytip removal
Gary Hagon Electrical Ltd	185.00	37.00	222.00	External electrics investigation
Lionel Robbins Ltd	280.00	-	280.00	Internal audit
GF Garden Maintenance	2430.00	-	2430.00	April-May grass cuts
Npower Apr inv IN15480030	264.74	13.24	277.98	Streetlighting electricity
Safeplay	195.00	39.00	234.00	Playground repairs
Upkeep Property Invoice	-	-	200.00	4 weeks cleaning of pavilion

Staff Costs

Payee	Gross	Details
Employees	£4561.30	Salaries May
HMRC	£1731.91 Direct Debit payment	Tax & NI due for May
Pensions	£1,091.97	May pension for Clerk and Deputy – employee and employer contributions

- c. The following quotes/payments/expenses agreed under delegated authority which may be paid before the next meeting were noted

26/234

£120.00 – Jaguar (emergency call out water leak)

£550.00 – Sports Ground Services (emergency tree removal) – agreed via email with whole Council

£222.00 – Gary Hagon Electrical (Parsonage external electrics installation)

£234.00 – Safeplay (playground repairs)

£195.00 - Lothlorien Landscapes (Bus shelter dismantling and removal) – waste disposal will be charged at cost price

Clerk's Expenses:

Asda	APM refreshments	38.17
		£38.17
On Lloyds corporate card (to be paid by direct debit):		
Amazon	Laminating pouches	5.94
		£5.94



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d. To note direct debit payments and income received
26/235

Direct Debit payments made since last month

£147.00 - DBC (Business rates for Parsonage)

£20.06 - H3G (phones)

£80.03 - Nest pension

£11.08 - bank charges

£78.04 - British Gas (Parsonage electricity)

£15.00 - Riddingtons – payroll services

£5342.87 – HMRC (quarterly payment)

£120.38 - Waveney IT

Income/credit received in past month

£2500.00 - KCC Members' Grant

£6625.27 – HMRC VAT refund

£230.00 – Burial fees

£72500.00 - Precept

£985.00 – Allotment fees

e. To consider quotes for Parsonage allotments boundary fence
26/236

Quotes circulated prior to the meeting.

RESOLVED: To accept the quote from Lothlorien Landscapes for £1878.66

f. To consider quotes for Fire Alarm at Parsonage
26/237

Quotes circulated prior to the meeting. There was a discussion around the suitability of a wireless system and the comments regarding asbestos presence in ceilings noted.

RESOLVED: To accept the quote from DKI Fire Protection for £3929.85 – wireless system

ACTION: Clerk to also find out whether some kind of alert system is included/can be added.

g. To consider need for and quotes for bin at Parsonage
26/238

It was agreed that a bin would be required now that picnic benches are to be installed. A concrete base is required.

ACTION: Clerk to first check whether the cleaner is happy to empty the bin each week.

RESOLVED: To accept the quote from Lothlorien Landscapes for the £195 including materials and labour for fitting, and to purchase bin from Galsdon at £225.

h. To consider quotes for picnic benches and anchors
26/239

The KCC Members' grant has paid for the picnic tables and benches.

RESOLVED: To place an order with NBB Recycled Furniture for 2 x picnic tables/benches at £715 each and to accept the quote from Lothlorien Landscapes of £195 to assemble and install. Fixings also required from Earth Anchors – total cost £253.80.

i. To consider quotes for noticeboards at the Burial Ground
26/240

It was agreed that the noticeboards would be refurbished rather than replaced.

RESOLVED: To accept the quote from Lothlorien Landscapes for £234.77 to supply and replace the Perspex, supply and install new white backing board, sand and re-stain the wooden surround and legs.

It was also **RESOLVED** to accept the following quotes from Lothlorien Landscapes:

26/241

Apply wood protector to playground equipment at Parsonage Pavilion - £32.50.

Metal bus shelter opposite Longmarsh – wire brush to remove flaking paint and rust and make safe- £65
Devon Road Shelter - supply zinc sheet and construct new ridge capping, remove moss once killed with a moss-killer - £295.80

Hawley bus shelter – re-fix hip shingles - £65.00

j. Update on AGAR and end of year process

26/242

The Clerk reported that the internal audit went smoothly and no issues identified. Minor comment made regarding the wording on the minutes for approval of the budget to be noted for next year.

ACTION: AGAR and supporting documentation to be circulated prior to the June meeting when the AGAR will be signed.

ACTION: Clerk to also submit the VAT return for 25-26 within the next month. This will bring the VAT reclaims up-to-date.

9. OTHER BUSINESS FOR DECISION

Parsonage Pavilion

a. To discuss request from Stargazers

26/243

Stargazers have requested to increase their pavilion usage.

RESOLVED: It was agreed that they could increase their usage on the condition that they still alert us to when they are attending (no need to wait for a response), are reminded when the pavilion is not accessible and understand that should we receive more regular bookings we may need to change this arrangement.

b. To discuss Stargazers usage fees for year ahead

26/244

The fees have not been increased for a number of years. There was a discussion about what would be a fair increase, based on increased usage.

RESOLVED: To increase their fees to £1600 per annum from £1500.

c. Feedback from electrician visit and external supply

26/245

Comments from the electrician have been circulated. The external supply is now clearly labelled too.

ACTION: Clerk to notify Dartford Borough Council regarding Faradays and the floodlights.

d. Promotional video and next steps

26/246

Cllr Youell has completed the filming and is working on the first draft and transcript.

ACTION: Cllr Youell to send drone clip to Clerk for the new website.

e. Meeting with Sutton Dynamos regarding fees – to agree attendance

26/247

It was agreed that Cllr B White, Cllr K White, Cllr Holt, Cllr Jessett and the Clerk would attend the meeting scheduled for 28th May.

f. Update regarding watertank building



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26/248

The Clerk explained that the Dartford Borough Council officer came out and he gave us some generic advice regarding refurbishment, and contractor suggestions. Initial quotes are being sought.

Hawley Pavilion

a. Update on legal process

26/249

ACTIONS: Now that the Hawley Pavilion Trust meeting has taken place, the Clerk to contact solicitors to move process on. To also progress the agreement in principle for the pre-school.

b. Car parking and latest issues raised, timing of training and matches, to consider public meeting

26/250

There have been further reports re lack of spaces for hall and playing field users. This will be less of an issue over the summer months but we need to use this time to come up with workable suggestions/solutions

ACTIONS: Clerk to seek pre-app advice re the feasibility of additional parking spaces in the unused area of the playing field. Also to seek advice from Fields in Trust. To discuss timings of training and matches with the Football Club next week to spread them out more and reduce congestion. To consider public meeting when we have a plan. Clerk to work on wording for the car park sign reminding everyone that it is for hall and field users only.

A resident present asked whether he could erect a sign to prevent people from blocking the rear access to Hawley Terraces. He was asked to send in his request and the sign being suggested.

c. Request for foliage to be cut back next to lock-up

26/251

The Football Club asked for the foliage to be cut back next to the storage facility at Hawley. It was agreed that this was not required at this stage whilst we investigate potential additional parking. To discuss further at next week's meeting.

Jubilee Field

d. Update on grant application and quotes for playground project

26/252

The Clerk has received quotes for new equipment at Jubilee playground but we are still awaiting a decision on the grant application.

ACTION: To consider quotes at June/July meeting

Highways

k. Parish-owned bus shelters and next steps, feedback from DBC Officer

26/253

The Dartford Borough Council officer who inspected our bus shelters has sent his recommendations for works – and the quotes for repairs have now been approved. They have accepted responsibility for the one outside the library and will carry out the necessary work with a view to handing it over to the Parish Council at some point in the future.

Dartford Borough Council have also agreed to include the one opposite Longmarsh in their contract so this will be replaced – hopefully later in the year.

The shelter at Shirehall has been removed.

ACTION: Clerk to seek quotes for new shelter and further investigate available grants for replacement wooden shelter.

l. Footpath DR94 and KCC response, to agree next steps
26/254

It was agreed that there are no further actions required from the Parish Council.

m. Highways Improvement Plan update and request for stats from school, possible funding
26/255

The Clerk has emailed the school requesting data for the KCC bid for funding for footpath extension to improve the walk to school route.

ACTION: Clerk to email the school office and follow this up

n. Speedwatch and next steps
26/256

It was agreed that the Parish Council would make one final attempt to recruit enough volunteers to make this viable.

ACTION: Final social media/new website and poster push

Health & Safety

o. Legionella Risk Assessment update
26/257

The report has been received and the Assistant Clerk has started to work through the actions.

Faradays

q. Update on lease notice and next steps
26/258

Dartford Borough Council have verbally confirmed that they will accept the land back in current condition. Clerk has asked what we need to do next and what date we officially handover but no response as yet. They have confirmed that they have been in contact with the Scouts regarding a direct lease with them.

ACTION: Clerk to follow-up

10. EXTERNAL REPRESENTATIVE REPORTS

a. KALC local network
26/259

No update.

b. Joint Transportation Board
26/260

No update.

11. PARISH AREA RESPONSIBILITY REPORTS

a. Recreation Grounds
i. Update on weekly checks
26/261

The Clerk reminded Councillors that she needs to receive the reports weekly, with anything urgent flagged up at the time.

b. Burial Ground
i. To receive monthly burials report
26/262



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1 new interment of ashes request has been received, one request for additional inscription on Garden of Remembrance plaque. The Rules and Regulations are currently being updated and will be discussed at the June/July meeting.

- ii. Update on cess pit survey and next steps
26/263

The Sexton's Hut toilet was immediately closed following initial report but we are still waiting for the final/official report.

ACTION: Clerk to work on some wording for consultation to go on the new website and to discuss with Revd Young.

- iii. Request for interment to consider
26/264

A burial request has been received for someone who used to live in the village but moved away. The Parish Council considered current rules and regulations and agreed that it could go ahead. The contribution to village section to be clarified in updated Rules and Regulations.

- c. Barfield Green
26/265

No update.

- d. Burnthouse Lane
26/266

No update.

- e. The Orchard
i. To consider whether new gate is required
26/267

It was agreed that a new gate would need to have the name of the Parish Council carved/burnt in to the wood.

ACTION: Clerk to seek quotes and options

12. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

- a. Speed limit change request from resident – Clement Street
26/268

A resident emailed the Parish Council regarding road safety concerns for Clement Street – namely speed limits and speeding issues. There are no dedicated pavements in several sections.

The Clerk has explained that this is a Highways matter but the Parish Council could consider adding it to their Highways Improvement Plan for further investigation and possible measures.

It was agreed that there is limited signage in places along this road.

ACTION: Clerk to email the officer and request speed data for this section and to request that is added to the Highways Improvement Plan.

- b. Request for letter of support for North West Kent Countryside Partnership Project
26/269

ACTION: Clerk to submit letter of support for their latest project.

13. ADMINISTRATION

- a. Annual Parish Meeting feedback
26/270

Cllr Youell sent 'thank yous' to speakers. It was agreed that next year the meeting should start earlier at 6.30pm.

14. ITEMS FOR INFORMATION ONLY

26/271

The Clerk has submitted an application for Business Rates relief for Parsonage following discussions with Officers within the Revenues department.

Dates for Councillor diaries/to note:

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

KALC Dartford Area Committee Meeting – Monday 27th July – 10-12

Meeting with Sutton Dynamos – Thursday 28th May at 7pm in the Library

The meeting closed at 8.35pm.

Chair: _____

Date: _____



APPENDIX 1 – Clerk’s May Report

Maintenance Tasks

The following maintenance tasks have been completed:

- Watertank building boarded up and asbestos warning signs up
- Dumped rubbish from burial ground cleared
- Orchard boundary fence erected
- Allotment pathways cleared

Communications & Website

- We have received the link to the new website and will be working on populating it over the coming weeks

Health & Safety

- The legionella Risk Assessment and Findings have been received. The clerk and Deputy Clerk will be working through the recommendations and requirements. The reports included Parsonage, Hawley, the Burial Ground and Allotments.
- Worknест have advised an IOSH course for the Clerk. This is being investigated.
- The clerk has started working on the spec for the Tree Survey. This will be circulated to members soon, and quotes sought.

Grants, Awards & Community Matters

- The Clerk has applied for a National Lottery grant for playground project. A response is expected within 12 weeks.
- The Community Payback team has been busy and have been working on vegetation at Parsonage Pavilion and the Burial Ground. They have also finished re-staining all the wooden bus shelters

Property, Leases & Agreements

- We are awaiting the outcome of the Residents meeting re Hawley Pavilion Trust and the CIO proposal before proceeding.
- Updated Rules & Regulations for Burials are being worked on and will be on the June/July agenda.

Burial Ground

- The Deputy Clerk is looking into Memorial Stone surveys and what is required.

Playgrounds & Open Spaces

- Some basic repairs have been booked in for the playgrounds and some wood treatment on the wooden legs of the playground equipment is also being carried out.

Highways

- Following the request to clear the vegetation to make the walk to school easier for local children, KCC confirmed that the stretch we enquired about is their land and that it is scheduled for periodic maintenance. The Clerk has asked again for this to be cleared as soon as possible to improve access.
- The location and design of the replacement Village Gateway has been confirmed and this work should be completed soon.

Allotments

- There are only three tenancy agreements still to be signed and returned. The Clerk and Deputy carried out a site visit to Chapelfields recently to record and document some of the rubbish that was on plots before current tenants took them over. A clearance van has been booked for July but may need a few clearance dates over the next few years. Also investigating whether a specialist removal company is needed for some of the rubbish.
- There has been interest from a few prospective tenants regarding available plots