



**MINUTES OF THE MEETING OF
SUTTON-AT-HONE & HAWLEY PARISH COUNCIL
held at 7.00pm in Sutton-at-Hone Library
on Thursday 18th September 2025**

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 K White (Vice Chair chairing this meeting), Cllr B White, Cllr G Holt, Cllr E Connor, Cllr D Smith and Cllr A Jessett

Also In Attendance: Kirsty Lane - Clerk & RFO

Cllr Michael Brown, KCC

2 members of the public

1. Public Participation/Questions

25/75

A resident living close to Hawley Pavilion said that a member of the Hawley Pavilion Trust has been knocking on doors and telling people not to park in the car park. He was disappointed by the approach taken and he reported that residents have been parking there for a number of years. It was explained that the new Clerk is looking into the whole history of the site, the lease renewal and parking situation.

Another resident spoke about an informal survey carried out in Shirehall Road regarding possible traffic calming measures with a request for speed tubes in the first instance. The resident reported that 32 neighbours had responded positively to this request.

A question was asked regarding previous minutes and a quote for £300 to repair a tap at the allotments. [Subsequent to the meeting the clerk confirmed that the tap was repaired free of charge.]

2. Apologies for Absence

25/76

Apologies received from Cllr H Siegenberg and Cllr E Youell.

Resolved: Reasons noted and approved.

3. Declarations of interests

25/77

Cllr B White, Cllr K White and Cllr L Newitt declared a non-pecuniary interest in the Football club.

4. Minutes of the Council

25/78

It was **RESOLVED** to approve and sign as a correct record the Minutes of the Parish Council Meeting held on Thursday 17th July 2025.

5. Minutes of the Council

25/79

It was **RESOLVED** to approve and sign as a correct record the Minutes of the Extraordinary Parish Council Meeting held on Thursday 21st August 2025.

6. To note the Clerk's September 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

25/80

Noted. No questions.

7. To consider the Council's Scheme of Delegation in accordance with Section 101 of the Local Government Act 1972

25/81

The Scheme of delegation was circulated prior to the meeting. The Clerk explained how the delegation works and what safeguards are in place.

It was **RESOLVED** to approve the scheme of delegation.

8. To confirm the Council's eligibility to use the General Power of competence in accordance with the Localism Act 2011

25/82

It was **RESOLVED** that the Council wishes to adopt the General Power of Competence and meets the eligibility criteria detailed below:

At the time of this resolution, at least two thirds of the total number of seats are filled by elected Councillors (not co-opted) and the Clerk holds the Certificate in Local Council Administration (CILCA) qualification.

9. To consider whether Sutton-at-Hone Parish Council agrees to the removal of the clause in the Wrott & Hill governing document that states that the Trustees should include two members nominated by Sutton-at-Hone & Hawley Parish Council

25/83

Following some discussion around the benefit of retaining the right to nominate two Trustees, it was **RESOLVED** that the Parish Council would retain this right and that Cllr George Holt and Cllr Emma Connor be nominated as the Parish Council's Trustees.

It was suggested that Wrott & Hill be added to the External Reports for future agenda items.

10. To receive the Chair's Announcements

25/84

Nothing to report.

11. External Reports

a. Dartford Borough Council

25/85

Cllr George Holt reported that parking on Ship Lane continues to be an issue due to popularity of the Kent Foursquare church. A resident parking scheme could be an option but after speaking to residents it was clear that some were in favour but not enough to make this viable.

The issue of HGVs and traffic on Main Road continues to be a cause of complaints – which will be discussed later in the meeting.

There is a new beat officer who has been helping with catapults and other ASB issues.

The Environmental Officer has been made aware of potentially toxic bonfires in Clement Street.

Cllr Holt provided an overview of HMOs following the Water Mill Way application. The issue is that there is not much planning authorities can do to stop them and more regulation is required. The Dartford Borough Council scrutiny team have written to central government regarding this issue. KCC have also been asked why HMOs are being used in the social care sector.

Cllr Holt provided a brief overview of the latest Devolution plans for Kent and the two proposals currently being put forward.

b. Kent County Council

25/86

Cllr Michael Brown, Kent County Councillor for Dartford Rural, introduced himself and said that he will attend as many meetings as he is able to. Cllr Brown is also a Dartford Borough Councillor for Greenhithe & Knockhall.

Cllr Brown explained the significant roadworks planned over the next few months, including some road re-surfacing along Main Road and Hawley Road.

Regarding the Parish Council's Highways Improvement Plan, Cllr Brown said he is keen to engage in any of those conversations with KCC and will push for improvements with KCC Officers. Similarly, rural buses continue to be a problem and he will help where he can.

There is a combined members' grant which is a small grant to help support local causes and this has recently been made slightly larger due to Members reducing their Members allowance. If there are specific things needed, the Parish Council can put suggestions forward and he will check it meets the grant criteria.

Regarding the KCC Meeting held earlier, KCC voted to end the Council's Climate Emergency pledge but stated that the Council is still committed to clean air, clean water etc.

Regarding Devolution and local government reorganisation, Cllr Brown stated that there are two official models being put forward but KCC is pursuing a single unitary authority model and may still submit its own preferred model, as may other Councils. The final decision will lay with the Secretary of State.

c. Kent Police

25/87

No report submitted.

d. Hawley Pavilion Trust

25/88

No report submitted.

12. Planning**

a. New applications received

25/89

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:

25/00239/FUL - 60 Cedar Drive Sutton At Hone Kent DA4 9EN

25/00239/FUL | Demolition of garage and part of shed for raising height of roof for loft conversion to create habitable rooms at first floor level and erection of a side extension to provide Granny annexe | 60 Cedar Drive Sutton At Hone Kent DA4 9EN

25/00805/FUL – 52 Harold Road, Hawley Kent DA2 7SA

25/00805/FUL | 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 | 52 Harold Road Hawley Kent DA2 7SA

b. DBC decisions of applications received

25/90

DA/25/00440/FUL - 8 Northview Cottages Clement Street Swanley Kent
Erection of a gazebo (retrospective application) **GRANTED**

DA/25/00445/FUL - Erection of a single-storey rear extension, roof extension and loft conversion incorporating 3 side dormers, 5 new rooflights and a Juliet balcony **GRANTED**

c. Appeals

25/91

No appeals.

d. Enforcement

25/92

No enforcement updates.

13. Finance

a. To note statement of current financial position, including bank account report and income received
25/93

Bank report and Income/Expenditure summary sheet noted and signed by the Chair.

Total in banks: £141,418.53

The Clerk has input contractors and all income and expenditure in to the accounts package and explained the reports it produces. Next month the Council will revise the budget and those figures will be entered so that income and expenditure against budget can be tracked. Grass cutting expenditure has been split by area so we can track how much we are spending and where.

The Clerk is also collating contractor insurance documents, contract end dates etc.

b. To ratify the August BACs payments.

25/94

It was **RESOLVED** to ratify the August payments below. Payment list signed by the Chair.

Payee	Net	VAT	Gross	Details
Upkeep Property	£433.33	-	£433.33	4 weeks cleaning of pavilion
Tip Top 17514	£2,147.50	429.50	£2,577.00	Landscape services
Tip Top 17518	£640.00	128.00	£768.00	Additional trackway work, waste disposal and orchard
KALC 13046629233	£30.00	6.00	£36.00	Procurement course
FCC Waste Management 9240	£		£106.43	Overdue bin collection invoice
FCC Waste Management 9736	£115.56	23.11	£138.67	Overdue bin collection invoice
FCC Waste Management 9887	£92.45	18.49	£110.94	Overdue bin collection invoice
FCC Waste Management MI171903	£92.44	18.49	£110.93	Overdue bin collection invoice
FCC Waste Management MI171981	£92.45	18.49	£110.94	Overdue bin collection invoice
FCC Waste Management MI73677	£92.45	18.49	£110.94	Overdue bin collection invoice

FCC Waste Management MI178289	£92.45	18.49	£110.94	Overdue bin collection invoice
UK Safety Stores 178992	£47.45	9.49	£56.94	Dogs on Leads signage
MDH Horticultural Contractors	£100.00	-	£100.00	Dogs on Leads signage

Staff Costs

Payee	Gross	Details
Employees	£ 5987.86	August staff salaries

c. To approve September payments to be made by BACs.

25/95

It was **RESOLVED** to approve the September payments below. Payment list signed by the Chair. Two Councillors to authorise the online payments.

Payee	Net	VAT	Gross	Details
Upkeep Property Invoice 9	£433.33	-	£433.33	4 weeks cleaning of pavilion
Tip Top 17611	£2,147.50	429.50	£2,577.00	Landscape services
Tip Top 17614	£250.00	50.00	£300.00	Pavilion walkway and topsoil at Hawley
The Sign Shed SHED786095	£65.67	13.13	£78.80	Signage
FCC Waste Management MI179917	£119.92	23.98	£143.90	Bin collections August
NALC INV-00861	£35.00	7.00	£42.00	Beyond the precept training
KALC 13046618073	£70.00	14.00	£84.00	Finance Conf
Alltype6667		10.80	£10.80	Underpayment on previous invoice
MDH Horticultural Contractors 3491	£200.00	-	£200.00	Burials
J Turnbull	£57.00	11.40	£68.40	PAT testing at Parsonage
NPower* June IN13838233	£203.31	10.17	£213.48	Streetlighting electricity
NPower July IN13838252	£218.52	10.93	£229.45	Streetlighting electricity
NPower August IN13991307	£253.00	12.65	£265.65	Streetlighting electricity

***NPower payments still being queried. These are the amounts believed to be owed but there is some confusion as they have recently issued a refund. Until this is clarified, these payments will not be made.**

Staff Costs

Payee	Gross	Details
Employees	£4679.97	September salaries
HMRC month	£1735.48 Direct Debit payment	Tax & NI due for September
Nest	£45.73 Direct Debit payment	September pension for Deputy Clerk
HMRC	£3032.61 Direct Debit payment	Underpayments from last financial year

d. To note quotes agreed under delegated authority which may be paid before the next meeting
25/96

Quotes below noted:

Gas safety for Parsonage – £100.00
PAT testing for Parsonage – £45.00
Clearance of allotment plot – £200.00
Chapelfields allotment trackway clearance – £230.00
Waveney IT – laptop repair and IT support - £169.14

e. To resolve that Sutton-at-Hone & Hawley Parish Council becomes a participating employer in the Local Government Pension Scheme (ie the Kent Pension Fund administered by Kent County Council)
25/97

Sutton-at-Hone & Hawley Parish Council **RESOLVED** that:

- It wishes to be a participating employer in the Local Government Pension Scheme (i.e. the Kent Pension Fund administered by Kent County Council), as permitted under the LGPS 2013 Regulations Schedule 2, Part 2 Number 2 and,
- The Clerk is designated as having an entitlement to be a member of the LGPS, from September 2025.
- The Fund actuary has certified a contribution rate of 24.1%
- In accordance with the provisions of the Local Government Pension Scheme Regulations, Sutton-at-Hone & Hawley Parish Council designates the post of **Clerk** as eligible for membership of the Local Government Pension Scheme (LGPS). No other posts within the employment of Sutton-at-Hone & Hawley Parish Council shall be eligible for admission to the LGPS. We wish for our participation in the Kent Pension Fund to be closed to other new members and understand the implications of this decision.

- In making this resolution Sutton-at-Hone & Hawley Parish Council understands it is resolving to be bound by the statutory provisions of the LGPS and all of the obligations under such, including early retirement strain costs and exit liabilities.

f. To consider the quotes for tree and hedge maintenance at Parsonage and the burial ground
25/98

It was **RESOLVED** to accept the quote from Tree Craft Ltd for £1300 to fell the dead trees and dead wood along Parsonage trackway, to cut the Parsonage trackway hedge back and to cut back reduce the height of the hedge at the burial ground.

It was noted that a tree on neighbouring land at Parsonage has fallen and has damaged the fencing by the river.

ACTION: Clerk to contact the landowners.

g. To consider request from the church regarding a grant towards Tower repairs
25/99

Following a discussion about the need to revise the budget next month, it was agreed that the Parish Council is not in a position to award any grants at present. There are also rules around what Parish Councils are and are not permitted to fund in relation to churches. The Clerk is also trying to ascertain why the Parish Council pays for all burial ground maintenance.

ACTION: The Clerk will reply and explain the position.

h. To consider the quotes for lectern noticeboards insert replacements vs new lecterns
25/100

Quotes have been received for new lectern noticeboards but it was agreed that if new inner noticeboards can be fitted this may be more cost-effective. It was agreed to look into refurbishment costs of current lecterns.

ACTION: Deputy to seek revised quotes

i. To consider the quotes for quarterly playground inspections and training
25/101

Quotes were considered but it was agreed to defer the decision until next month so that the Clerk can clarify whether there is an existing agreement with Sovereign for more regular playground inspections.

It was **RESOLVED** to accept the quote of £300 from Enjoy Play Safe to provide informal visual inspection training for Councillors. Clerk to organise a suitable date.

j. To consider quote to move the defibrillator from the back of Hawley pavilion to a more accessible location at the front or side of the building (to be agreed with Hawley Pavilion Trust)
25/102

Quote not received. Deferred to next month.

k. To consider options for transferring an agreed amount of Parish Council Reserves to a high interest savings accounts
25/103

It was **RESOLVED** to move £85,000 of Parish Council Reserves to Redwood Bank's 95 Day Business Savings account with an interest rate of 4.2%.

I. To consider the Unity Trust resolution and declaration in order to update the key contact and the signatories on the account

25/104

It was **RESOLVED** that the Unity Trust resolution be signed to update the bank mandate and add the Clerk, Kirsty Lane as an administrator, Krisha White to authorise payments and to remove a former Councillor.

m. To confirm quarterly Accounts checks

25/105

It was agreed that Cllr Daniel Smith will carry out the quarterly checks of the Parish Council accounts, starting in October.

ACTION: Clerk & DS

n. To note that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026

25/106

Noted for both Clerk and Deputy. In accordance with the pay agreement, the Deputy Clerk was awarded backpay.

o. Feedback on the KALC Finance Conference which the Clerk attended

25/107

Roger Taylor urged Parish Councils to approach their Principal authorities NOW with anything they wish to take on as they have the power to transfer assets to another local authority at a nominal value if it is considered something of economic or social well-being. Consideration needs to be given to long-term sustainability, budget, capacity etc. Areas to consider might be the Library and Faradays Field.

The Parish Council needs a General Reserve Policy and the Office sale funds should be in an earmarked pot that can only be spent on Capital projects.

p. To note CIL fund allocation

25/108

It was noted that £5104 was received in April of this year. CIL funds must be recorded as an 'earmarked' reserve in the accounts and we will be able to allocate spending against that. CIL funds can be spent on projects which mitigate against the effects of development.

q. To note HMRC notification and VAT position

25/109

There is a HMRC underpayment of circa £3000 due. Records have been checked and those payments were not made so payment must be made.

VAT has not been claimed for the past four financial years. The Deputy Clerk is working on this but there is a substantial amount to be reclaimed. Exact amount will be confirmed when the work on locating all the invoices from previous years has been completed.

r. To note AGAR process update

25/110

The audit has been completed and the Conclusion of Audit Notice and final documentation will be posted on the website. Points raised in the External Auditor's report were noted.

The Clerk said she is looking into what else the Parish Council needs to do in order to respond positively to the new assertion 10 in next year's Annual Governance statement.

14. Other business for decision

Allotments

a. Request from allotment tenant and to consider accessibility requirements

25/111

A tenant with accessibility issues has requested formal permission to park his vehicle next to his allotment plot. It was agreed that permission be granted and that a suitable Disabled Parking sign be erected.

ACTION: Deputy Clerk to organise sign

Burial Ground

b. To consider request for another bin at the burial ground

25/112

A request for another bin on the cobbled area was received. There is still some question mark around ownership of this piece of land. Councillors also agreed that there are a suitable number of bins at the Burial Ground.

It was noted that the canisters were removed by Dartford Borough Council but this is an ongoing issue.

ACTION: Clerk to speak to the community warden about the issue

c. To ratify decision to update the Rules and Regulations in relation to allowing burial of ashes in biodegradable urns/containers – graves only

25/113

Agreed.

ACTION: Deputy Clerk to update the Rules & Regulations and to update website

25/114

d. To consider request for interment of ashes at Parsonage

25/115

A request for an interment of ashes at Parsonage has been received. Advice was sought from ICCM. Their guidance strongly advised against burial, as once ashes are interred they cannot be disturbed without an exhumation licence. This would present difficulties if we ever wished to landscape or redevelop the area.

ACTION: Clerk/Deputy to respond and advise that the Parish Council is currently considering its long-term plans for this space, which may include landscaping and improvements. For this reason, we are unable to agree to any interments.

The Clerk recommended that the Parish Council should consider implementing a Memorial Policy at some point.

e. To consider updating the Burial fees

25/116

It was agreed that the Burial fees be updated to include a price for adding an extra inscription to a plaque.

ACTION: Deputy Clerk to update and publish

Bus shelters

f. To discuss plans for refurbishing and to consider applying for bus shelter grant – deadline 31st October

25/117

It was agreed that the Clerk would look at the Bus shelters and consider a proposal for a grant application. The shelter by the Ship is in most need of attention.

Community Payback

g. To consider entering an agreement with the Community Payback team for ad hoc village maintenance, subject to Councillors approving the documentation etc.

25/118

It was **RESOLVED** to proceed.

ACTION: Clerk to complete paperwork and check with Insurance company that we are covered for the payback project.

Hawley Pavilion

h. To agree next steps in terms of lease, requests and Health & Safety requirements

25/119

The Clerk met with one of the Trustees to discuss immediate concerns around parking etc. The Clerk is working on checklists to assist with their Health & Safety duties. Also working through the Fire Risk Assessment which was carried out. The new lease also needs to be drafted, and must include Health & Safety responsibilities etc.

ACTION: Clerk to finalise checklists and to share with the Trustees, then to work on lease.

- i. To consider ideas for resolving the parking situation including suggested parking posts

Cllr Newitt explained a possible short-term solution of installing some posts and chains to reserve the Hawley Pavilion spaces.

25/120

ACTION: Clerk to seek quotes

A possible longer-term solution of having more parking in the corner area of the field which is currently not used was discussed. The football club would also consider installing toilets and facilities. All would be subject to the necessary permissions, local consultation and Parish Council approval.

ACTION: Clerk to make some initial enquiries with Fields in Trust to see what may be possible. To also ask whether one of the regular hirers would consider changing their meeting date to alleviate parking pressures.

Highways

- j. To consider items to be added to the HIP including a small sign at concealed entrance/exit on Ship Lane and unsuitable for HGVs signage in Shirehall

25/121

It was agreed to discuss these items at the upcoming HIP meeting

- k. To consider dropped kerb request, Keith Avenue parking situation and next steps

25/122

The accessibility issues in Keith Avenue were discussed and the possibility of dropped kerbs as a solution. Cllr Brown said his members' grant may be suitable. To discuss at HIP Meeting

- l. To consider speed strip findings and next steps

25/123

The findings were discussed and Cllr Holt requested that the Parish Council publish the findings. To be discussed further at the HIP meeting

- m. Next meeting with KCC Highways regarding the HIP

25/124

Cllr Youell is arranging the meeting for October. Date to be shared with Councillors.

Jubilee Field

- n. To approve legal costs for reviewing lease arrangement between Dartford Borough Council and the Parish Council for land adjoining 76 Balmoral Road (next to Jubilee Field)

25/125

Quotes for legal costs were considered. It was **RESOLVED** that the Parish Council would not require legal advice, as the agreement was considered straightforward.

Parsonage Pavilion

- o. To consider the removal of items as per the Health & Safety recommendations

25/126

The Health & Safety issues identified in the Risk Assessment carried out by Worknest are being worked through. New signage is being designed and ordered and will be going up shortly – at Parsonage, the playgrounds and allotments. PAT testing completed at Parsonage, Gas Safety has been deferred as still trying to locate the meter – clearance work required. Combination padlocks to be installed on gates at Parsonage so the codes can be registered with the emergency services. Electrical issues have been identified and we are seeking quotes for an EICR report.

The bolts should be removed from the toilet doors.

ACTION: LN/BW

To agree date and attendance for October review with Sutton Dynamos and to consider deferring payments from Sutton Dynamos until after the review meeting

25/127

It was **RESOLVED** that payment could be deferred until after the review meeting.

ACTION: Clerk to arrange meeting – to include Cllr Youell, Cllr Newitt and Cllr Jessett.

- p. To consider Sutton Dynamos request to remove permanent goals

25/128

It was agreed that the current posts should be removed – one is broken and the other is metal, but that something should replace it. To be considered at Football Club review meeting.

- q. To agree process for carrying out weekly visual checks including the defibrillator

25/129

It was agreed that the Clerk/Deputy Clerk will be carrying out the weekly checks at Parsonage.

- r. To consider ideas for parking space allocation in the car park

25/130

Cllr B White suggested angled dividers for the car park to maximise the number of parking spaces at Parsonage

ACTION: Clerk to explore options and quotes

Streetlights

- s. To agree next steps regarding the Russell Place additional streetlight

25/131

The Clerk does not have a record of where the original request came from. No further enquiries have been received from residents.

ACTION: Cllr Holt to find out if this is still something that residents want.

15. External Representative Reports

a. Borough & Parish Forum – agenda items requested

25/132

Nothing to add.

b. KALC local network

25/133

No updates.

c. Joint Transportation Board

25/134

Cllr Jessett explained that only 1 bus is doing a loop on the 414 service which is why there are so many issues – if the bus is broken down or there are traffic issues. Asked for another bus to be added for the morning bus service. More information on school routes has also been requested.

16. Parish Area Responsibility Reports

a. Recreation Grounds

i. To note the annual playground report findings

25/135

Sovereign Inspection reports were circulated. The immediate issues with the old Tower have been fixed but the Tower is well past its best and the Parish Council will need to plan for its replacement.

It was agreed that the Clerk will apply for a National Lottery grant. The Clerk suggested doing a consultation with a group of children at the school as this helps with grant applications and shows that there is community support for the project. Cllr Connor volunteered to speak to the school about this.

ACTION: Clerk and Cllr Connor to select some designs first, share with Parish Council and then to speak to school re organising a meeting

ii. To confirm the arrangements for weekly visual checks being carried out by Councillors

25/136

Cllr Connor is completing the weekly visual checks at Hawley, Cllr Smith Jubilee Field and Cllr B White is completing the Parsonage checks.

Councillors to photograph the checklists and message the Clerk with any immediate issues. Hard copies to be given to the clerk at the monthly meetings.

ACTION: DS,BW and EC

b. Burial Ground – to receive monthly Burials report

25/137

Four interments have been booked in, two further interment enquiries received plus memorial enquiries.

c. Barfield Green

25/138

No update.

d. Burnthouse Lane

i. To note police liaison and next steps regarding recently reported issues

25/139

The police investigated the stolen bike that was dumped and reported about on facebook. They found no evidence of gun shells but knew the area well. Reassuringly they have not been called there in a while. The clerk has asked the local beat officer to meet when next in the village so the Parish Council can seek advice on what measures the Parish Council might be able to put in place to make the area less accessible.

e. The Orchard

The Parish Council would like to put more benches in and the front fence is also in need of attention.

25/140

ACTION: Clerk to look into who is responsible for what and also to request permission for the Christmas tree and possible Christmas event. BW/LN organising tree donation.

17. Correspondence not dealt with elsewhere on the agenda

a. Request for support for padel tennis club

25/141

Councillors were supportive of the concept but said they would comment on the planning application when received.

ACTION: Clerk to respond to email

b. Deposited land statement query and subsequent response from KCC to note

25/142

Residents had queried the notice displayed by land south of Ship Lane. KCC responded with the following:

You are correct in that the Highways Statement allows the landowner to declare that they do not intend to dedicate any further public rights of way on the land concerned, whilst admitting to those already recorded (so they will not change).

In addition, as the landowner has submitted a Landowner Statement, this brings to an end any period during which members of the public may have indulged in lawful sports and pastimes. This is to future protect the land against possible registration as a village green.

Usually, nothing changes at all on the land when a Deposit is lodged with the County Council, but as we don't know the intentions of the landowner, I could not confirm that for certain.

c. Request for more dog poo bins around the fields behind Mill Rd.

25/143

A resident has requested additional dog bins but Councillors do not think there are any suitable additional places.

ACTION: Clerk to look at where current bins are and where is being suggested by resident – to report back

18. Administration

a. To note variation of contract change for Deputy Clerk in terms of days worked.

25/144

Noted and agreed.

ACTION: Clerk to issue contract variation letter

b. Reminder to Councillors to check that their DPI forms registered with Dartford Borough Council are up-to-date

25/145

Noted.

c. To note clarification from Insurance company regarding Councillors and insurance cover.

25/146

Our insurance company have confirmed that Councillors are covered for voluntary work. However, risk assessments must be carried out before any work is undertaken so all work must be discussed with the clerk and assessed before commencing.

d. To agree meeting venues for upcoming meetings

25/147

It was agreed that all meetings are to be held in Sutton-at-Hone library. It was also agreed that the April meeting would be moved to Thursday 23rd April as the Clerk is on leave during the Easter holidays.

19. 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

Highways Seminar – Thursday 2nd October delivered via MS Teams from 9.30 am – 1.00 pm

Borough & Parish Forum Meeting – 7th October

Energy Talk from Citizens Advice – Monday 13th October in the Library 12-2pm

Clerk's leave – 27th-31st October

The Clerk explained that she is meeting the Community Warden and will speak to her about the gas cannister issue and Rogue Traders.

The Clerk has sent the latest Streetlights inventory to the Unmetred Supply team who have updated our certificate and this has been shared with NPower so we will receive accurate bills.

Health & Safety checklists for the Burial ground and allotments are also being worked on.

20. Legal matters

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 may be asked to leave the meeting during the consideration of the following items:

- a. To agree public statement to be used if and when approved by the relevant authorities.

ACTION: Clerk to make suggested amendments and to re-share at future meeting.

- b. To note recent correspondence.

Regulatory Board for social housing.

The Clerk explained the recent discussions with the Regulatory Board.

The meeting closed at 9.15pm

Appendix 1 – Clerk’s Report

Accounts Package and Budget

The revised cost centres and codes have been set-up on the accounts software and all suppliers and invoices for this financial year are in the process of being added. The Clerk will work on a revised budget for this financial year to be discussed and agreed at the October meeting. Then work can begin on next year’s budget.

Procurement Training

The clerk attended the above training. There are some aspects of the rules concerning contracts that are pertinent to us and the clerk will be considering these with regard to existing agreements and future contracts.

Policies

The Clerk will be working on all the policies that the Parish Council is required to adopt and these will be reviewed at the next few Parish Council meetings. These will cover Data Protection, FOI, Health & Safety, Lone worker etc. Also reviewing the Financial Regulations and Risk Assessment for the Council.

Health & Safety

We are working through the Worknest reports and areas identified. New signage has been ordered for Hawley and Parsonage pavilions, including 5mph signage for the trackway at Parsonage which was an additional item identified. Warning signage for the stream at Parsonage and the playground advisory notices (eg minimum and maximum ages, emergency contact details etc) are also being worked on.

Gas safety, PAT testing and Fire Extinguisher checks are booked in for Parsonage.

The Clerk will be sending checklists for Parsonage to Cllr B White and checklists for Hawley Pavilion to the Trust (for weekly visual checks). A formal process for recording the checks is also being worked on. The checklists are being finalised and as well as weekly checks we are also working on the monthly, quarterly and annual checks that must be completed.

Signage

In addition to the Health & Safety signage, there are ‘No littering’ and ‘Dogs on leads’ signage to also go up in the village. We aim to have all the signs in place before the next meeting.

The notices at the burial ground and all noticeboards have been updated with up-to-date contact details for the Parish Council and burials etc.

Contracts generally

The Clerk is working through establishing which contracts are in place, the renewal dates and checking we hold the required paperwork etc. One of the Parsonage utility contracts is up for renewal at the end of next month and quotes currently being sought.

Website updates/social media

We have managed to gain access to the Parish Council facebook page so we will stop using the Group page and eventually we can delete this. DBC have also now updated their information and contact page for the Parish Council. The Parish Council website has been updated with latest contact information etc. Within the next year we will need to look at the website as a whole and upgrading to meet accessibility requirements.

Height barrier at Parsonage

The height restriction barrier was damaged by an external company who reported the incident to us. This is now going through their insurance and we are seeking quotes for the repair – one already received.