



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

Agenda for the Sutton-at-Hone & Hawley Parish Council Meeting

16th July 2026 at 7pm in the Library, Sutton-at-Hone

TO ALL MEMBERS OF SUTTON-AT-HONE & HAWLEY PARISH COUNCIL

You are hereby summoned to a meeting of Sutton-at-Hone and Hawley Parish Council on Thursday 16th July 2026 at 7pm in the Library, Sutton-at-Hone.

Yours sincerely,

A handwritten signature in black ink, appearing to read "K. Lane".

Kirsty Lane
Clerk & RFO

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND COUNCIL MEETINGS

(Public Bodies (Admissions to Meetings) Act 1960) Sch 12, paras 10 (2)(b)

The Council meets and makes its decisions in public. While a Council meeting is not a public meeting - and there is no legal requirement to allow members of the public to speak - the Council is committed to openness and community engagement. For this reason, it provides an opportunity for local registered electors to address the Council as part of its efforts to encourage public involvement. The period of time designated for public participation at a meeting in accordance with standing order 3(f) shall not exceed 10 minutes unless directed by the chair of the meeting. Subject to standing order 3(g), a member of the public shall not speak for more than 5 minutes. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

Members and those in attendance are reminded that Councils cannot lawfully decide items of business that are not specified in the summons/agenda (LGA 1972 Sch 12, paras 10 (2)(b)).

The Chairman will remind everyone attending and who will be participating that subject to our Standing Orders they may be filmed, recorded, photographed or otherwise reported about. If anyone objects, they should 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.

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1. **PUBLIC PARTICIPATION/QUESTIONS**
 2. **TO RECEIVE APOLOGIES FOR ABSENCE & TO APPROVE THE REASONS GIVEN**
 3. **TO RECEIVE DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS FROM MEMBERS ON ANY AGENDA ITEMS TO BE DISCUSSED THIS EVENING**
*Members to declare any interests that they may have in agenda items to be discussed this evening, in accordance with the Members' Code of Conduct**
 4. **TO APPROVE & SIGN AS A CORRECT RECORD THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 18TH JUNE 2026**
 5. **TO NOTE THE CLERK'S JULY REPORT (APPENDIX 1) & TO RECEIVE QUESTIONS**

6. TO RECEIVE THE CHAIR'S ANNOUNCEMENTS

7. TO ALLOCATE AREAS OF RESPONSIBILITY:

- a. Burnthouse Lane
- b. Allotments

8. EXTERNAL REPORTS

- a. Dartford Borough Council
- b. Kent County Council
 - i. Footpaths and maintenance
- c. Kent Police
- d. Kent Community Wardens
- e. Hawley Pavilion Trust
- f. Wrott & Hill

9. PLANNING**

- a. Planning applications to be considered:

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

[26/00676/FUL | Erection of a two storey side & single storey rear extensions, along with alterations | 23A Ash Road Hawley Kent DA2 7SB](#)

Other planning applications to be considered:

[26/00722/FUL | Erection of a single storey rear extension | 33 Ethelbert Road Hawley Kent DA2 7SJ](#)

[26/00405/FUL | Expansion and resurfacing of care home car park including provision of drainage | Broadoak Manor Broadoak Close Sutton At Hone Kent DA4 9HF](#)

[26/00691/FUL | Erection of a porch and a single storey rear extension | 29 Keith Avenue Sutton At Hone Kent DA4 9HH](#)

[26/00730/TPO | Application for T1 - Broad-leaved lime \(Tilia platyphyllos\): Remove all deadwood greater than 25mm diameter from the crown; T2 - Cherry \(Prunus sp.\): Fell the tree to ground level; T3 - Red oak \(Quercus rubra\): Remove all deadwood greater than 25mm diameter from the crown, subject to Tree Preservation Order No.4 1994 | 23 Royal Road Dartford Kent DA2 7RD](#)

- b. Dartford Borough Council's decisions on applications received

- c. Appeals

10. FINANCE & GOVERNANCE

- a. To note statement of current financial position, including bank account report and income received
- b. To approve July payments to be made by BACs. Payment lists provided to members
- c. To note quotes agreed under delegated authority which may be paid before the next meeting including August payments
- d. To note direct debit payments and income received
- e. To ratify decision for Burial Ground waste collections
- f. To consider delegating decision for bus shelter at Shirehall
- g. To consider internal auditor quotes and to consider their impartiality
- h. To consider Insurance renewal quotes
- i. To consider Jubilee playground equipment quotes
- j. To consider quotes for legionella Risk Assessment remedial work
- k. To consider quote for replacement Orchard gate
- l. To consider quotes for Tree survey



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m. To note successful National Lottery funding application

11. OTHER BUSINESS FOR DECISION/DISCUSSION

Parsonage Pavilion

- a. To consider Sutton Dynamos request for sub-letting
- b. Promotional video and next steps
- c. To consider and agree Parsonage Pavilion hall user rates

Hawley Pavilion

- d. CIO creation and next steps
- e. To agree car park signage wording

The Orchard

- f. Consider need for a bin and to consider prices

Summer Fun Days

- a. To agree logistics

12. EXTERNAL REPRESENTATIVE REPORTS

- a. KALC local network
- b. Joint Transportation Board

13. PARISH AREA REPORTS

- a. Recreation Grounds
- b. Burial Ground
 - i. To receive monthly burials report
- c. Barfield Green
- d. Burnthouse Lane
- e. The Orchard

14. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

- a. Grass cutting feedback
- b. Youth activity funding and community events

15. ADMINISTRATION

- a. Feedback on courses/sessions attended

16. 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
KALC briefing on Martyn's Law – Monday 20th July 2.30pm
KALC Dartford area meeting – Monday 27th July at 10am
Parish Council craft event at the Orchard - Tuesday 4th August 10am-11.30am
Parish Council craft event at Parsonage - Wednesday 5th August 10.30am - 12pm

Date and time of the next meeting: Annual Parish Council Meeting on Thursday 17th September at 7pm in the Library, Main Rd, Sutton-at-Hone.

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in the voting unless the interest is pecuniary/prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.Any planning application received up to the day of the meeting may be considered if there are time restraints for comments to Dartford Borough Council.*