



# 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](http://www.suttonathoneandhawleyparishcouncil.gov.uk)

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

18<sup>th</sup> June 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 18<sup>th</sup> June 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

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### 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 ANNUAL PARISH COUNCIL MEETING HELD ON THURSDAY 21<sup>ST</sup> MAY 2026**
  5. **TO APPROVE & SIGN AS A CORRECT RECORD THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON THURSDAY 21<sup>ST</sup> MAY 2026**
  6. **TO NOTE THE CLERK'S JUNE REPORT (APPENDIX 1) & TO RECEIVE QUESTIONS**

## 7. TO RECEIVE THE CHAIR'S ANNOUNCEMENTS

## 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 An 'object' response be submitted:

[26/00560/FUL | Erection of a 3 storey building to provide 6 No. self contained flats, relocation of entrance with associated parking. | 133 Main Road Sutton At Hone Kent DA4 9HQ](#)

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

## 10. FINANCE & GOVERNANCE

- a. To note statement of current financial position, including bank account report and income received
- b. To approve June 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
- d. To note direct debit payments and income received
- e. To consider quotes for Burial Ground waste collections
- f. To consider quotes for replacement bus shelter at Shirehall
- g. To confirm direct debit and standing order arrangements
- h. To review inventory of land and assets
- i. To review subscriptions
- j. Councillors to complete and sign the Annual Compliance checklist

### **The following items relate to the Annual Governance & Accountability Return (AGAR) 25-26**

- k. To review the effectiveness of the system of internal control.  
*The council is asked to consider the statement of internal control in support of the Annual Governance Statement. The Chair of the meeting and the clerk to sign*
- l. To approve the Annual Governance Statement for 2025-26, Section 1 of the AGAR for the year ending 31 March 2026. *The Chair of the meeting and the clerk to sign*
- m. To approve the Accounting Statements for 2025-26, Section 2 of the AGAR for the year ending 31 March 2026 and the supporting Bank, Reconciliation as at 31 March 2026, the explanation of the significant variations from last year (2024-25) to this year (2025-26) and Reserves explanation.  
*The Chair of the meeting and the clerk to sign*
- n. To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer – from Tuesday 23<sup>rd</sup> June 2026 – Monday 3<sup>rd</sup> August 2026

## 11. OTHER BUSINESS FOR DECISION/DISCUSSION

### **Parsonage Pavilion**

- a. To consider Sutton Dynamos license fees for year ahead and feedback from meeting
- b. Promotional video and next steps
- c. Update regarding watertank building and potential funding application

### **Hawley Pavilion**

- d. CIO creation and next steps
- e. Car parking next steps including pre-app advice and to agree car park signage wording
- f. Request for foliage to be cut back next to lock-up
- g. To consider Agreement in Principle for pre-school



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h. To discuss Land Registry First Registration process

## **Jubilee Field**

i. Consider submission to send to the Charity Commission regarding historical charity/trust

## **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. Request for streetlight shields - Cedar Drive

## **15. ADMINISTRATION**

- a. Employee appraisal

## **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

Mastering Planning Application Responses KALC training – Cllr Golledge – 25th Jun 2026 at 6pm

KALC Dartford Area Committee Meeting – 27<sup>th</sup> July – 10-12

**Date and time of the next meeting:** Annual Parish Council Meeting on Thursday 16<sup>th</sup> July 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.*