



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 18th June 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
0 members of the public

1. PUBLIC PARTICIPATION

26/272

No members of the public present.

2. APOLOGIES FOR ABSENCE

26/273

Apologies received from Cllr Siegenberg, Cllr Jessett, Cllr Connor, Cllr Newitt and KCC Cllr Brown

RESOLVED: Reasons noted and approved.

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

26/274

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

26/275

It was **RESOLVED** to approve and sign as a correct record the Minutes of the Annual Parish Council Meeting held on Thursday 21st May 2026.

5. MINUTES OF THE COUNCIL

26/276

It was **RESOLVED** to approve and sign as a correct record the Minutes of the Parish Council Meeting held on Thursday 21st May 2026.

**6. TO NOTE THE CLERK'S JUNE REPORT (APPENDIX 1) & TO RECEIVE QUESTIONS
26/277**

Report noted. No questions.

**7. CHAIR'S ANNOUNCEMENTS
26/278**

No announcements.

8. EXTERNAL REPORTS

**a. Cllr George Holt, Dartford Borough Council
26/279**

Verbal report given and report submitted. See appendix 2.

**b. Cllr Michael Brown, Kent County Council
26/280**

No present but report submitted. See appendix 3

i. Footpaths and maintenance

Action: Clerk to ask Cllr Brown to request that the footpath to the school DR51/52 is prioritised for clearance.

**c. Kent Police
26/281**

No report.

**d. Kent Community Wardens
26/282**

The community warden submitted a report to say that Hawley has been quiet recently but she still holds her warden surgery on the 3rd Friday of the month where residents can attend if anyone has any concerns.

**e. Hawley Pavilion Trust
26/283**

No report but an update on Hawley Pavilion matters to be discussed later in the meeting.

**f. Wrott & Hill
26/284**

No report.

9. PLANNING

**a. New applications received
26/285**

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](#)

Other applications considered:



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[26/00678/TPO | Application for T1 Walnut - Dismantle to near ground level, subject to Tree Preservation Order No.22 1983 | 5 Axtane Close Sutton At Hone Kent DA4 9BT](#)

RESOLVED: Neutral response – no objections.

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

ACTION: Councillors agreed that they had not had enough time to consider this application as only just received so it was agreed that a response would be submitted later by the clerk under delegated authority.

b. Dartford Borough Council's decisions on applications received 26/286

45A Alfred Road Hawley Kent DA2 7SG
Erection of a double storey side extension and front porch extension
REFUSED

77 & 77A Main Road Sutton At Hone Kent DA4 9HQ
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)
REFUSED

It was also noted that an APPEAL has been submitted:
287

123 Main Road Sutton At Hone Kent DA4 9HQ
Erection of a part two storey/part single storey rear extension

10. FINANCE & GOVERNANCE

a. To note statement of current financial position, including bank account report and income received
26/288

Noted.

b. To approve June payments to be made by BACs. Payment lists provided to members
26/289

Payee	Net	VAT	Gross	Details
KALC		268.23	268.23	VAT underpayment
Streetlights	105.00	21.00	126.00	Repair
Parish Online	325.00	65.00	390.00	Old website
FCC MI190162	95.93	19.19	115.12	Bin collections May
The Sign Shed	19.29	3.86	23.15	Access clear sign
Npower May inv IN	235.48	11.77	247.25	Streetlighting electricity
Omega Tree Care	120.00	-	120.00	Tree removal allotments
GF Garden Maintenance	1310.00	-	1310.00	April-May grass cuts
Upkeep Property Invoice	200.00	-	200.00	4 weeks cleaning of pavilion

Staff Costs

Payee	Gross	Details
Employees	4553.70	June salaries
HMRC month 3	1787.69	Tax & NI due for June
Pensions	1095.01	June pension for Deputy Clerk and Clerk – employee and employer contributions

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

26/290

£225.00 – Gary Hagon Electrical (electrical work required prior to Fire Alarm fitting)

£65.00 – Allotment plot clearance

Clerk's Expenses:

On Lloyds corporate card (to be paid by direct debit):			
Land Registry	Title plans and deeds	14.00	
Amazon	Ink Cartridges	31.89	
Amazon	Key Cabinet	23.97	
Amazon	Wood protector	70.36	£5.94
	Monthly fee	3.00	
		£143.22	
Clerk paid to be reimbursed:			
Locks and Tools	Parsonage keys plus spares for key box	£122	
	Total:	£265.22	

- d. To note direct debit payments and income received

26/291

Direct Debit payments made since last month

£147.00 - DBC (Business rates for Parsonage)

£20.06 - H3G (phones)

£80.03 - Nest pension

£8.94 – Lloyds corporate card (expenses last month)

£57.91 - British Gas (Parsonage electricity)

£15.00 - Riddingtons – payroll services

£84.38 - Waveney IT

Income/credit received in past month

£185.00 – Refund from Worknest (overpayment last year)

£115.00 – Burial fees

£54.00 – Allotment fees

- e. To consider quotes for Burial Ground waste collections

26/292

The clerk reported that it has been difficult to find any contractors willing to quote due to accessibility of Church Road. However, this is still being worked on. It was agreed therefore that the Clerk will circulate quotes via email. Options being considered currently are for one large bin instead of multiple smaller ones and reducing to fortnightly collections as weekly collections are too expensive now.



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f. To consider quotes for replacement bus shelter at Shirehall
26/293

The quotes received were briefly considered but it was agreed to hold on a final decision until the KCC funding window opens so that we know exactly what percentage contribution it will be. The feedback from KCC so far has been positive and it is likely that our application would be successful. It is also possible to apply retrospectively ie to start the project first but there is always a risk that funding may not be successful. The clerk also explained that a road closure might be necessary in order to stop the trailer and offload but options are being looked into.

g. To confirm direct debit and standing order arrangements
26/294

The following standing orders/direct debits are in place:

NEST (pension)
Lloyds (corporate card)
HMRC
Dartford Borough Council (business rates)
British Gas (Parsonage electricity)
SSE (Parsonage gas)
Riddingtons (Payroll)
Waveney IT (emails, hosting etc)

RESOLVED: Current arrangements approved for year ahead

h. To review inventory of land and assets
26/295

Asset register reviewed.
RESOLVED: Approved.

i. To review subscriptions
26/296

The Parish Council has the following subscriptions/membership:
Kent Association of Local Councils (KALC)
Society of Local Council Clerks (SLCC)
Campaign to Protect Rural England (CPRE)
National Allotment Society (NAS)
Institute of Cemetery and Crematorium Management. (ICCM)

RESOLVED: Current arrangements approved for year ahead

j. Councillors to complete and sign the Annual Compliance checklist
26/297

Checklist reviewed and signed by all Councillors present

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
26/298

RESOLVED: The statement of internal control was reviewed and approved as effective.

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*
26/299

RESOLVED: The Annual Governance statement for 2025-26 was reviewed and approved.

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
26/300

RESOLVED: The Accounting Statements for 2025-26 and supporting bank reconciliation and explanation of variances documents were approved

n. To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer – from Tuesday 23rd June 2026 – Monday 3rd August 2026
26/301

Noted.

11. OTHER BUSINESS FOR DECISION

Parsonage Pavilion

a. To consider Sutton Dynamos license fees for year ahead and feedback from meeting
26/302

It was reported that a positive meeting was held with Sutton Dynamos in which both parties explained their plans for the year ahead and discussed ways of working together to apply for funding etc. Sutton Dynamos have requested that fees are set at the same level as last year. The Clerk explained that no response has yet been received from Dartford Borough Council regarding business rates and whether these are likely to be further reduced following our application. However, money had been allocated to the water tank works so some of this money could be re-allocated, particularly as we hope to apply for funding for this work.

RESOLVED: To keep fees at £7500 for the 2026-27 season

b. Promotional video and next steps
26/303

The video is finished and Dartford Borough Council will start promoting for us. They have suggested a flyer to go with it and also suggested an open day.

ACTIONS: Clerk to look into user rates for other community buildings as we will need this info before we start advertising. Clerk to upload video to new website in readiness for promotional push. To discuss further at the next meeting.

c. Update regarding watertank building and potential funding application
26/304

The Clerk explained that some contractors have been out to quote so that we have indicative prices to submit a funding application. As the landlord, we can allowed to apply for the FA grants.

Hawley Pavilion

d. CIO creation and next steps
26/305

The solicitor has sent questions that need answering in order to make the submission to the Charity Commission. A meeting has been arranged with a Hawley Pavilion Trustee to complete the paperwork. The



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solicitor has advised that the Charity Commission are currently taking 3-4months to process requests. Trustees will remain responsible for Hawley Pavilion until then.

- e. Car parking next steps including pre-app advice and to agree car park signage wording
26/306

The pre-app advice has not yet been received. It was agreed however that the car park signage will be designed and wording approved at the next meeting. A letter will then be sent to residents to outline the license and parking rules and invite them to the September meeting to ask questions etc. The license agreement will then be progressed.

ACTIONS: Clerk to draft signage, letter to residents to be finalised and sent. Also to look into re-doing white lines in the car park to designate/maximise the number of spaces.

- f. Request for foliage to be cut back next to lock-up
26/307

The football club asked whether the foliage could be cut next to the lock-up at Hawley. However, it was noted that this was done previously and the football club did not utilise the space so this is not considered value for money currently.

- g. To consider Agreement in Principle for pre-school
26/308

The clerk met with the current owner and prospective buyer. They were happy with the agreement in principle but asked that a 10 year license with a 5 year breakout clause be considered.

RESOLVED: To amend the agreement with a 10 year license proposal. The Clerk also suggested some other minor amendments to be added which were agreed.

- h. To discuss Land Registry First Registration process
26/309

The Clerk explained that various documents and drawings are required to start this process. It was suggested that Dartford Borough Council planning department be asked whether they have anyone who can assist.

ACTION: Clerk to ask Dartford Borough Council Officers.

Jubilee Field

- i. Consider submission to send to the Charity Commission regarding historical charity/trust
26/310

The Clerk and Cllr K White have been researching the history into the Charity. The background note has been circulated to members.

RESOLVED: To check with solicitors and then submit the document to the Charity Commission.

12. EXTERNAL REPRESENTATIVE REPORTS

- a. KALC local network
26/311

No update.

- b. Joint Transportation Board
26/312

No update.

13. PARISH AREA RESPONSIBILITY REPORTS

a. Recreation Grounds

26/313

The Clerk reported that Cllr Connor has raised a few minor queries re Hawley playground.

ACTION: Clerk to meet Cllr Connor and investigate.

b. Burial Ground

i. To receive monthly burials report

26/314

There have been two new interment of ashes requests this month.

c. Barfield Green

26/315

No updates.

d. Burnthouse Lane

26/316

No updates.

e. The Orchard

26/317

No updates.

14. CORRESPONDENCE NOT DEALT WITH ELSEWHERE ON THE AGENDA

a. Request for streetlight shields - Cedar Drive

26/318

A resident requested whether anything could be done to reduce the light shining into his garden following his removal of a tree. The streetlighting contractor visited and suggested some shields which would be payable by the resident. However, the resident has yet to confirm.

A resident has written in with some suggestions for the Council to consider. It was noted that the suggestion of village contacts for the website was something already being worked on for the new website.

Cllr K White raised an issue with a pathway. Cllr Holt said he had asked KCC to cut this back and believes it may be a Highways adopted path, not a Public Right of Way.

ACTION: To investigate further.

15. ADMINISTRATION

a. Employee appraisal

26/319

The Clerk has completed the Deputy Clerk's appraisal and in-line with her contract, awarded a one point scale increase.

16. ITEMS FOR INFORMATION ONLY

26/320



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A new lock has been installed at Parsonage and keys to be cut and given to all users. The electrician has put in a panel for fixed alarm which is being fitted next week at Parsonage.

It was agreed that the payback team will be asked to re-paint the internal walls at Parsonage during the wetter months.

The Clerk is following up with the school and data required for the new footpath funding.

The Clerk and Cllr K White have been looking into the Burial Ground and how responsibility for the inner churchyard came about. They will work on a timeline of events in due course.

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 – 27th July – 10-12

The meeting closed at 8.45pm.

Chair: _____

Date: _____

APPENDIX 1 – Clerk’s June Report

Maintenance Tasks

Completed Works

The following maintenance tasks have now been completed:

- Playground equipment legs treated
- Orchard clearance completed
- “Keep Clear” signage erected at Hawley

Ongoing / Scheduled Maintenance Works

The following maintenance tasks are currently being progressed or booked in:

- New lock installation at Parsonage
- Internal key press installation at Parsonage
- Repairs to Burial Ground noticeboards
- New signage being prepared for Hawley car park
- Installation of a new bin at Parsonage
- Installation of picnic tables/benches at Parsonage
- Repairs to bus shelters
- Thames Water installing new water meters at Parsonage
- Clearance of additional tree cuttings from the Burial Ground
- Electrical works at Parsonage in preparation for the new alarm system
- Installation of “No Barbecue” signs at Parsonage

Burial Ground

The Clerk has sent draft wording to the Church for proposed public consultation regarding the Sexton’s Hut and is currently awaiting feedback. The Clerk is also speaking to Worknest about a potential Groundforce-style day and any H&S implications/considerations.

The Community Payback team has continued work within the Burial Ground, including clearing the lower section and weeding the Garden of Remembrance.

Parsonage Pavilion

The Clerk has completed the backdated Business Rates Relief application and submitted supplementary information regarding usage. A response is awaited.

The Diocese of Rochester has also been contacted regarding the potential inclusion of their land within the proposed funding bid application for river improvements.

Quotes are currently being sought for repairs to the car park surface and pothole filling works.

Public Rights of Way (PROW)



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An email has been sent to Kent Ramblers regarding the possibility of PROW noticeboards and a response is awaited.

Sutton-at-Hone Community Trail leaflets are being sent to the Parish Council and will also be promoted on the new website.

Allotments

General Update

Most tenancy agreements have now been signed and returned, with only a small number still outstanding. The majority of rents have also been received.

Two new allotment tenants have taken on plots and signed their agreements. One plot was cleared prior to the tenancy commencing.

Reminder emails have been issued regarding rodent management and bonfires, and letters have been sent regarding tenancy breaches.

Parsonage Allotments

Replacement fencing works, including a new gate, have been booked in at Parsonage. The Community Payback team has begun cutting back vegetation in preparation for the works.

Chapelfields

A significant amount of rubbish has accumulated at Chapelfields over many years. Initial arrangements are now being made to begin clearing some of the waste, although this is expected to be a long-term project.

A suspicious barrel located on site was investigated and found not to contain any concerning substances.

Communications & Website

Work on the new website is continuing, with most content expected to be uploaded this month. Drone footage has been uploaded to the home page and the public consultation materials are now ready.

Health & Safety

The Clerk and Deputy are currently working through the recommendations and actions identified within the Legionella report and will provide a progress update at the July meeting.

The fire alarm installation has now been booked in, after which the Clerk will arrange fire drills. A communications system has also been added so that key holders can be alerted automatically.

A specification for the tree survey and risk management plan has been issued and quotes will be brought to the July meeting.

A Dartford Borough Council officer inspected all bus shelters. Following the inspection, one shelter required immediate removal. Remedial works to other shelters have been recommended and are currently underway.

Grants, Awards & Community Matters

The Parish Council is still awaiting a decision regarding the National Lottery grant application for Jubilee Field play equipment. Several playground quotations have now been received and it is hoped these can be discussed at the July meeting.

Property, Leases & Agreements

Jubilee Field: The Clerk has been researching the history of the site and the reasons for its registration with the Charity Commission. Evidence is being collated with a view to requesting that the charity be dissolved.

Regarding the land adjacent to Jubilee Field leased from Dartford Borough Council, the Parish Council is still awaiting the updated lease agreement.

The Parish Council has now officially relinquished its lease and confirmed the electricity situation at Faradays prior to doing so. Dartford Borough Council are discussing a direct lease with the Scouts.

Insurance

The Parish Council's insurance policy is due for renewal at the end of July. The Clerk has therefore begun obtaining updated quotations and reviewing the insured items register.

Highways

Following requests to improve the walking route to school for local children, Kent County Council has now cleared the vegetation along the route.

Data has been requested from KCC Highways regarding Clement Street.

The Parish Council has followed up with the school regarding the information required by KCC Highways to support the funding bid for the permanent footway project.

Noticeboard – Mission Hall, Shirehall Road

The Clerk is continuing to seek permission for the removal of the noticeboard located on Mission Hall land. Attempts to contact the relevant parties via email and telephone have so far gone unanswered.



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APPENDIX 2 – Dartford Borough Councillor, George Holt's Report

Hawley Road Speed Camera – missing road markings:

After making enquiries with our KCC Member, I've been advised that the Kent & Medway Safety Camera Partnership would like the road markings reinstated. A job has now been raised for the lines to be repainted.

Coffee w/ Councillors @ The Ship:

Local surgery will take place on the 20th of June at 1-3pm

Meeting with Headteacher at Sutton-at-Hone Primary:

I had a meeting with Karen Trowell, along with Laura Trott MP, at Sutton-at-Hone Primary School last week, where we discussed the parking challenges around the school, along with the wider issues facing her students with social media.

Pulse Padel:

Pulse Padel are still awaiting a decision on their planning application. Currently, their obstacle is an objection from KCC SUDS & Thames Water, centred around concerns about their water tanks and flooding.

133 Main Road:

Following the withdrawal of the original application, a new application has been submitted; the majority of the original objections still apply, and a letter of objection from myself will follow next week.

Main Road Car Crash:

Following the incident last week caused by the impaired driver and parked van. In my view, the Van should not have been left there after Kent Police assessed it, and deemed it "Low Risk". I met with Kent Police to discuss why the decision was made to leave it there, and I am grateful that they were open-minded about the points shared.

I raised my concerns about why the van was deemed a "Low Risk". They have agreed to take on board that should something like this happen again on Main Road it will be assessed with the added context of the accident, and have also agreed to review the criteria used in future, so that more local knowledge of how the road is used is properly taken into account. I look forward to receiving an update on this and offering them my time and support in implementing this. There is also the larger issue of speeding on the road, which the Parish has raised before via the HIP, I intend to offer neighbours the opportunity to meet and get behind an agreed solution we can put forward to KCC to

address this issue with the support of the community.

APPENDIX 3 – Kent County Councillor Micahel Brown's Report

1. HIGHWAYS & ROAD SAFETY –

I continue to receive concerns regarding speeding and high volumes of HGV traffic on Main Road and Hawley Road. I am happy to join conversations with KCC Highways Improvement on this to find workable solutions/mitigations.

- KCC has launched a countywide summer road safety campaign focused on drink-driving to coincide with the World Cup.

- A new long-term highways maintenance contract is now live, aimed at delivering faster repairs, improved standards, and better value for money. Ringway replaced Amey from 1 May 2026.

- Major resurfacing is scheduled for Parsonage Lane from 5th August to 14th August. - Footway improvement is due to take place on Cedar Drive and Harold road over the coming months – but dates are yet to be set. - I have received complaints about verge-side parking on Shirehall Road – which I am investigating how best to address.

2. TRANSPORT OTHER

- Clarifications around Bus Shelter Grant applications for this coming year have been provided by KCC officers and I will support an application by the Parish where required.

3. PUBLIC RIGHTS OF WAY

- I understand the main issues with DR54 have now been addressed by the PROW team. Please make me aware of any residual / reoccurring concerns.

4. COMBINED MEMBERS GRANT

- As was the case last year, I have a budget available for supporting local projects, community organisations or charities with small, one-off grants – subject to eligibility. I would be grateful if you would consider directing such projects my way.