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| **MINUTES**  **SUTTON AT HONE & HAWLEY PARISH COUNCIL MEETING**  **Thursday 16th Sept 2021 at Hawley Pavilion** |

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|  | **Agenda item** |  |
| **1**. | **1.1 Apologies. None**  **1.2 Resignation.** The resignation of Paul Findlay was recorded. The Clerk will now apply the process for co-option. |  |
| **2.** | **Declarations of interest**  **2.1** No updates against Register of DPIs  **2.2** Received declarations against an agenda item/discussion  Cllr White in respect of FCSD and PL Pavilion. Cllr Newitt in respect of FCSD  **2.3** Received dispensation from the Clerk to discuss the budget |  |
| **3.** | **Minutes**  **3.1** The minutes of the meeting held on July 15th 2021 were agreed as a correct record.  **3.2** **Matters arising from minutes not detailed on the agenda**  **3.2.1** **Main Road/Longmarsh View planter**. It was agreed to investigate planting/planters at the village gate signs, Clerk to contact KHS  **3.2.2** **Queen’s Green Canopy** It was proposed and agreed by all to purchase/plant trees at Jubilee Field under this scheme. Clerk to obtain costs for Wild Cherry/Crab Apple. Possible further planting of native trees at burial ground extension   |  | | --- | | **RESOLUTION: The agreement of a budget of up to £1000 to spend on trees for the Queen’s Green Canopy Jubilee Project was agreed.** |   **3.2.3 Burial ground-damaged headstone**. The matter has been resolved-refurbishment/replacement of headstone/kerbset agreed with stonemason. Total costs £825 +VAT of which £100 +VAT will be charged to contractor who caused damage, the balance being paid by the plot holder.  **3.2.4 Allotments: Chapelfields.**  Two responses in favour of setting up an allotment association   |  | | --- | | **RECOMMENDATION: It was agreed that the Parish Council will not progress this matter.** | |  |
| 4. | **Questions from the public & press (10 min maximum)** |  |
| **5.** | **Urgent items at the discretion of the Chair**  Chair informed members of the vacancies for Trustees to the Wrott & Hill Almshouse charity appointed by the council and that anyone interested should contact him or the Clerk |  |
| **6.** | **Items for discussion**  **6.1 Co-option Policy.**   |  | | --- | | **RESOLUTION: The co-option policy was unanimously approved and adopted by a show of hands** |   **6.2 Vacancy-Co-option. To receive information from applicant A**   |  | | --- | | **RESOLUTION: The co-option of Alex Law to the council was unanimously approved by a show of hands** |   **6.3 Burial Ground. Installation of benches**   |  | | --- | | **RESOLUTION: The permit for installation of benches was discussed approved unanimously subject to addition of the restriction of choice of bench to be determined by the council (delegated to Clerk). Fee to be in line with memorial permit fee** |   Clerk will amend permit accordingly  **6.4 Licence with PCC to use part of sexton’s building**   |  | | --- | | **Recommendation: It was agreed by all to extend the licence with the PCC as proposed until 2026** |   Clerk to inform PCC that it would be advisable to undertake works to bypass water tank with direct feed, works to be undertaken under the licence as maintenance.  **6.5 Parsonage Lane Pavilion.** Members discussed the next progressive step and associated expenditure parameters for works to Parsonage Lane Pavilion   |  | | --- | | **RESOLUTION: It was agreed by majority vote (5 votes to 2) that expenditure up to £20,000 to establish project detail including architectural/structural reports and plans to enable grant applications be undertaken** |   **6.6 Litter Pick.** Cllr White offered to look at arranging litter pick events in the village incorporating ‘Pick Your Patch’ involving residents undertaking regular litter clearance in the immediate environs of their property  **6.7** **Access Ship Lane-allotments**. It was proposed to relinquish right of way as granted in Deed of 12th Jan 1984   |  | | --- | | **RESOLUTION: The council agreed unanimously by a show of hands to relinquish rights of access across land between Nos 7 & 9 Ship Lane belonging to Dartford Borough Council.** |     **6.8 Community award.** No nominationsreceived |  |
| **7.** | **Reports**  **7.1 Councillors/Groups/Committee Reports**  **7.1.1 Recreation grounds QEF/KGF** The Chair informed members that the majority of the fencing had been installed, future works is the installation of gates and the protection of the picnic area from dogs.  **7.1.2 Burial Ground.**  **7.1.3 Jubilee Field** Chair gave an update on works. In respect of comments on social media, the Chair confirmed that the school were aware of in advance and happy with the works that had been carried out including the burning of the dead trees/overgrowth. Still awaiting agreement from DBC regarding laying of hard surface path for school pedestrian traffic, if received, Clerk to seek funding. Clerk to produce a map showing concept envisaged for the site.  **7.1.4 Barfield Green** Cllr Murphy informed that boundary trees need attention-Clerk to progress.  **7.1.5 Burnthouse Lane.** The Chair &Cllr Stevenson met with NWKCP on 6th Aug to look at works to the site. Conclusion is that it is unfeasible due to location, water levels, noise etc.  **7.1.6 Allotments**  **7.1.7 Hawley Pavilion Trust**   |  | | --- | | **RECOMMENDATION It was agreed by all to give permission for use of land for storage shed for new user of Hawley Pavilion (Model railway group) subject to planning permission being granted.** |   **7.1.8 Other** |  |
| **8.** | **Correspondence received/matters dealt with**  **8.1 Bank Houses.** Communication from resident reporting damage by vehicles accessing businesses to the rear of property. Cllrs Stevenson & White visited resident and advised who to contact to lodge their issues with the correct authorities  **8.2 DR115** Removal of ‘footpath’ sign on spur section reported. KCC PROW confirm status as non-PROW. It was agreed that clerk should request KCC to adopt the spur as part of DR115 as a PROW.  **8.3** **414 Bus route** Chair informed members that, following more information from residents about service failings, the matter had once again been brought to the JTB at which it was reported that Arriva stated that their service level reports do not reflect any problems. Awaiting communication from DBC ward member |  |
| **9** | **GDPR** No matters to consider at publication |  |
| **10** | **Finance**  **10.1** **Monthly outturn.** Working Party have received monthly financial budgetary position  **10.2 External Annual Audit.** Certificated with no issues. Chair gave thanks to the Clerk for her work to obtain this. |  |
| **11** | **Clerk’s Report**  11.1 Any verbal reports  DBC Santa will again be visiting villages, dates and times are limited. It was agreed that the Papermakers is the ideal venue, Cllr Newitt to confirm available dates with the landlord and inform Clerk.  Dartford Local Plan is at final draft stage, consultation period ends on 27th Oct, Clerk to forward detail to members for any comments to be agreed at Oct meeting. |  |
| **12** | **Planning**  As determined by the planning sub committee:  **No comments:**  Erection of single storey side extensions with accommodation in roof space and single storey rear extension and front porch together with dormer window in front elevation  57 Alfred Road  Hawley  Kent  DA2 7SG  Erection of a single storey rear/side extension and provision of a dormer window in rear elevation in connection with providing additional rooms in the roof space  5 May Road  Hawley  Kent  DA2 7RU  Conversion of car port and garage to habitable accommodation with associated alterations to roof and elevations  190 Shirehall Road  Hawley  Kent  DA2 7SW  Erection of a two storey side/rear extension  97 Cedar Drive  Sutton At Hone  Kent  DA4 9EW  Erection of a two storey extension to provide a meeting room and two additional clinical rooms  The Surgery  32 Devon Road  Sutton At Hone  Kent  DA4 9AA  **Comments:** Concerns re insufficient parking provision  Demolition and re-building of part of first floor and associated external alterations including insertion of new window openings.  220 Main Road  Sutton At Hone  Kent  DA4 9HP |  |
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Meeting ended at 8.50pm

Clerk