IF THERE ANY ERRORS OR AMENDMENTS PLEASE ADVISE THE CLERK PRIOR TO THE NEXT MEETING

SUTTON-AT-HONE & HAWLEY PARISH COUNCIL

01322 862291 53 Main Road

**Sutton-at-Hone**

**Dartford**

**Kent. DA4 9HQ**

# MINUTES – PARISH COUNCIL MEETING HELD ON THURSDAY 19TH NOVEMBER 2020

*The COVID-19 Coronavirus pandemic and the unprecedented Government measures in response to the crisis (e.g. prohibitions on gatherings, social distancing, self-isolation and shielding of those deemed to be the most vulnerable) have meant that the requirement for local authorities to hold public meetings in person with all members present in one place cannot currently be met. The statutory requirements for meetings are mainly contained in the Local Government Act 1972 (“the 1972 Act”) and the Public Bodies (Admission to Meetings) Act 1960 (“the 1960 Act”).*

*In recognition of the difficulties of holding and attending meetings, the Government included s.78 in the Coronavirus Act 2020 and provided the Secretary of State with the power to make Regulations for the provision of holding alternative format meetings.*

*As such, this meeting was held under terms agreed by Members being to conduct the Council business via internet link.*

*Additionally the legislation allowed for the cancellation of the Annual Parish Council meeting and all current appointments continue until May 2021.*

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1. APOLOGIES FOR ABSENCE. Cllr White advised of connectivity issues and would join the meeting as soon as possible
2. DECLARATIONS OF INTEREST

All members had either recently or at this meeting, updated and confirmed their DPIs. Clerk has recorded and advised DBC of any changes.

The Clerk granted dispensation to members for discussion on the budget.

1. MANAGEMENT
   1. Accounts. It was proposed by Cllr. Burch,

seconded by Cllr. Murphy and agreed to approve matters related to finance as follows:

**General**

JRGGS Grounds Maintenance £721.67

Wrotham Computer IT support £66.00

Appt Business Mach Printer/copier £28.37

British Gas Electricity-Pavilion £165.82

GSG Grounds Maintenance £515.00

**Burial**

GSG Grounds Maintenance £550.00

**Lighting**

E.ON Energy £421.55

Streetlights Repairs £457.80

* 1. Minutes. It was proposed by Cllr. Murphy, seconded by Cllr. Burch and agreed by all to approve as a correct record minutes of the meeting held on Oct 15th 2020
  2. Matters arising from Minutes.

Solar Light, Barfield green Still awaiting installation, Clerk to ask contractor for target delivery date.

Cllr White joined the meeting

Water System-Chapelfields Allotments Work has started, Clerk to ask for timescale for works completion.

Burial ground waste Clerk confirmed that the dog waste bin had been installed, difficulty meeting with Urbaser to arrange waste clearance agreement but hopes are that will be in the short term. Possibility of using PinBins to clear existing waste, possibly more expensive.

Egress of horses onto recreation ground land. Cllr Burch reported that he had been unable to make contact with the owners of the field but would continue to try.

Signage for Parsonage Lane Rec. Clerk has contacted 3 companies, awaiting proofs and costings.

CMHASD Clerk confirmed that the licence for 2020/21 had been agreed and signed

PCC/Sexton’s building Cllr Harbud confirmed he had received costings for the electrical and ground works but was awaiting the plumbing costs, the project is likely to come within agreed budget.

* 1. Questions from Public & Press

Clerk reported on communications from two residents which she had replied to in consultation with the Chair

* + - 1. Concerns regarding signage along the A225 in Hawley relating to car breakers/mechanics etc. Clerk confirmed DBC are aware and dealing but will chase the matter.
      2. Concerns regarding Cook’s Field off Parsonage Lane and it’s loss of farm land status. Clerk responded that it is in private ownership and there is no lawful need to keep specifically for farming.
      3. Resident suggested the parish council buy the Methodist Chapel in Ship Lane, Clerk advised that it had been discounted by council some time ago due to financial constraints.
  1. Urgent Agenda Items NONE
  2. Items discussed

**Co-option** Vacancies-1 x Hawley ward, 1 x Sutton-at-Hone ward. Applications received from candidates and distributed to members.

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| **Resolution: Members voted on the 4 applications received** |

Members voted to co-opt Paul Findlay to Sutton at Hone ward

Members voted to co-opt Emma Downie to Hawley ward

Clerk to contact all 4 applicants. The two that were not co-opted to be asked if they wish to submit their application for the outstanding Hawley ward vacancy which will be discussed at the January 2021 meeting.

**Chambers Farms**- Acknowledgement of communication from the farm owner to donate £750 to worthy local causes/individuals and request for suggestions from council:

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| Recommendation: Council agreed local causes to be submitted to the farm owner as follows;  Mill Court residential home-Xmas gifts/hampers  Ellenor Hospice, Northfleet  The Cottage-support meals on wheels scheme |

**Operation London/Forth Bridges Protocol**

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| **Resolution: Members agreed the protocol as distributed** |

**Hawley footpaths**: Consultation paper distributed 09/11/20

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| Recommendation: Council agreed to support the proposals to include certain footpaths on the definitive map |

**Kent Police**: Communication. In response to our request for improved communications re local crime etc we are asked to decide what information we require.

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| Recommendation: Members to offer suggestions to Clerk by Monday to collate and respond to Kent Police |

* 1. Committees

Rec Grounds The minutes of the meeting held on 28th Oct (previously distributed) were summarised By Cllr Newitt.

Contact has been made with Community Payback but services are suspended until end of lockdown. Expecting contact early Dec

Estimated costs of £14,000 for the works to old changing rooms (new roof, internal changes)

Overgrowth on open field. Works have started to the long boundary which has been cleared and reseeded. Works to clear the brambles on the eastern and northern boundaries will need larger machinery, Cllr O’Sullivan to attend.

Footpath main road to rec, estimated costs had been obtained for resurfacing of £40-£50 per sq m, the costs excluded any ground preparation or peripheral works.

Memorial Tree-Parsonage Lane Rec. Request by resident to plant a tree in memory of her husband

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| Recommendation: The council agreed to the planting of a tree in memory of a resident. Site & timing to be delegated to the Clerk |

**HR** Cllr O’Sullivan gave an update on progress with the HR policies. It was suggested that one of the newly co-opted Cllrs may wish to provide some support on this before final approval.

* 1. Parish Councillors Report

Cllr Harbud requested it be minuted that the following training had taken place

DBC Code of Conduct (04/11/20) All current members & Clerk

\*KALC-The Dynamic Councillor (05/11/20) Cllrs Harbud & O’Sullivan

\*Noted that Cllr Newitt is booked for this on 03/12/20

Cllr Harbud thanked all those that had completed training and those that had booked further training, he urged those who had not completed The Dynamic Councillor, to consider doing so.

j) Clerk’s Report

Office Sale Clerk had distributed the completion statement

Parish Online Clerk requested agreement for council to sign p to an account with Parish Online which provides a detailed mapping service. Annual fee £216.00. Clerk to send link to the information for members to look at with a view to agreement at the Dec meeting.

k) Items for Information

The Chair reported that the Clerk had circulated to the Cllrs an invitation to attend the online KHS seminar which took place on 19/11/20. As none had volunteered, he attended with the Clerk to represent the parish, the seminar centred on better communication with parishes and dissemination of information.

1. PLANNING

As determined by the planning sub committee; No objections

Erection of a single storey side extension, demolition of porch and re-location of front entrance and alterations to roof from hip end to gable end for provision of dormer windows in front and rear elevation in connection with providing additional rooms in the roof space

71 Devon Road

Sutton At Hone

Kent

DA4 9AA

Demolition of existing dwelling and erection of a detached single storey dwelling and garden shed, provision of new fencing, entrance gate and alterations to parking area

Creswick Bungalow

Dartford Road

Sutton At Hone

Kent

DA4 9HY

To be submitted **Concerns that this proposal further encroaches onto the flood plain in an area which has historically suffered flooding**

Conversion of existing unauthorised building to a two bedroom dwelling and addition of front and rear dormers and erection of a single storey rear extension

Willow Court

31B Devon Road

Sutton At Hone

Kent

DA4 9AA

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There being no further business the meeting was declared closed at 8.35pm

Chairman…………………………

Date………………………………