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| **MINUTES**  **SUTTON AT HONE & HAWLEY PARISH COUNCIL MEETING**  **Held on Thursday 21st October 2021** |

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|  | **Agenda item** | **Action** |
| **1**. | **Attendance:**  **1.1 Apologies for absence** Cllr O’Sullivan-ill health  Cllr Downie-Covid isolation  **1.2 PCSO Smith was in attendance** |  |
| **2.** | **Declarations of interest**  **2.1** Updates against Register of DPIs-Cllr Law’s DPIs have been registered and published  **2.2** The following declarations were received  Cllr White in respect of FCSD/Parsonage Lane pavilion  Cllr Newitt in respect of FCSD/Parsonage Lane pavilion  **2.3** Council granted dispensation from the Clerk to discuss the budget |  |
| **3.** | **Minutes**  **3.1** The minutes of the meeting held on 16th Sept 2021 were agreed as a true record.  **3.2 Matters arising from minutes not detailed on the agenda**  **3.2.2 Planters/Planting** Attachment of planters to village gates would require a licence from KHS and also regular maintenance/watering. Planting at the base of village gates would require a cultivation licence from KHS   |  | | --- | | **Recommendation: It was agreed not to apply for a licence to attach planters to the village gate signs.** |  |  | | --- | | **Recommendation: This council agreed to apply for a licence to plant bulbs/plants at the base of the village gate signs** |   **3.2.2 Queen’s Green Canopy**  Members discussed the purchase of trees and siting of same. It was agreed that the final decision of purchase and siting be delegated to the Clerk. Members to submit their suggestions in this regard to the Clerk by Oct 29th  **3.2.3 Burial ground-damaged headstone.** Work completed to grave owner’s satisfaction.  **3.2.4 Litter Pick** Cllr White gave detail of a proposed community litter pick on Nov 1st (school inset day). Information to be distributed through the school and published on social media. Any subsequent publication of events from the day will need completed parental consent forms.  Cllr White also gave detail of the ‘Love Where You Live’ project encouraging residents to ‘sign up’ to litter pick the area around their property. Advertising material-leaflets and window stickers to be approved before ordering-Clerk stated that these must be ordered through council finance.   |  | | --- | | **Resolution: This council agrees expenditure of up to £200 for advertising and information literature** |   **3.2.5 Pedestrian footpath adj DR115** In order to try and protect the use of the footpath for local residents it was agreed to apply to have this footpath added to the Definitive Map and process a claim for a Modification Order-current processing time approximately 4 years. Clerk to liaise with Cllr Stevenson to obtain necessary evidence of use | Proposed Cllr Murphy, seconded Cllr Stevenson  Clerk  All  Cllr White  Clerk  Cllr Stevenson |
| 4. | **Questions from the public & press (10 min maximum)**  None |  |
| **5.** | **Urgent items at the discretion of the Chair**  None |  |
| **6.** | **Items for discussion**  **6.1 Code of Conduct.** Members considered amendments to the Member Code of Conduct and Arrangements for dealing with Code of Conduct complaints   |  | | --- | | **Resolution: Council agreed to amend their Code of Conduct to reflect the amendments and additions as made by Dartford Borough Council-all in favour** |  |  | | --- | | **Recommendation: Council acknowledged the amendments to the Dartford Borough Council Arrangements for dealing with Code of Conduct complaints under the Localism act 2011** |     **6.3 Dartford Local Plan** No comments received from members  **6.4 KCC Covid Grant** The grant application for £5000 for works to Parsonage Lane pavilion to improve and ensure hygiene and safety levels was successful.  **6.5 Burial fees**   |  | | --- | | **Resolution: To reflect the Children’s Funeral Fund this council agreed to amend the Burial Fees category as follows:**  **Child Grave 1-16 years to Child grave 1-18 years**  **All in agreement** |   **6.7 Borough & Parish Forum** Verbal Report given by the Clerk. Cllr Harbud elected as Vice Chair to the Forum. It is hoped that the content of agendas and discussion going forward will prove helpful and useful to parishes  **6. 8 Community award.** To receive suitable nominations and discuss  This item taken *in camera*  **6.9 Kent Police** Members received the Sept issue of the local newsletter. PCSO Smith gave a resume of issues within the parish. The Kent Police Newsletter for this parish detailing crime and activities will be available each month. Members asked for information including  How often is the parish patrolled? Approx 3-3 1/2 hours every 4 days  What area does PCSO cover? Varied according to need.  Members also expressed their wish to have more police visibility as a deterrent and gave detail of areas of need. Chair asked members to submit any further queries on this subject to the Clerk for collation. | \* |
| **7.** | **Reports**  **7.1 Councillors/Groups/Committee Reports**  **7.1.1 Recreation grounds QEF/KGF** The Chair informed members that in order to obtain detail of what is possible regarding works to the pavilion building, arrangements have been made for structural/mechanical engineers to visit the site on Nov 1st.  **7.1.2 Burial Ground**. Notification of unstable/damaged headstone received.  **7.1.3 Jubilee Field** It was agreed to fence off the area of land leased from DBC until the surface is suitable and safe for use. This area will need clearance before further public use.  Clerk has approached Cllr Kite regarding obtaining funding from DBC/KCC to lay the ‘walk to school path’.  **7.1.4 Barfield Green** Overgrown trees to be cut back  **7.1.5 Burnthouse Lane** None  **7.1.6 Allotments** None  **7.1.7 Hawley Pavilion Trust** Cllr White asked it be noted that the HPT have increased the hire fees to reflect rising energy costs. | Cllr Newitt |
| **8.** | **Correspondence received/matters dealt with:**  **Remembrance Service** Clerk waiting details of service from PCC, a wreath will be laid by the Chair. War memorial is being cleaned |  |
| **9** | **GDPR** No matters |  |
| **10** | **Finance**  10.1 All received monthly financial budgetary position |  |
| **11** | **Clerk’s Report**  11.1 Clerk confirmed that the DBC Santa visit will be on Dec 19th 12.30 pm at The Papermakers  Clerk asked that consideration be given to any projects or expenditure for 22/23 to be advised to her as soon as possible in order that it can be included in the draft budget.  11.2 CMHASD Dates of visits for scout/cub/beaver groups advised. | All |
| **12** | **Planning**  As determined by the planning sub committee:  No objections/comments  Erection of single-storey side extension  43 Barfield  DA4 9EJ  Demolition of existing detached garage and erection of a single storey side extension, 2.0m increase in existing vehicle crossover width and erection of a 2.5m high rear boundary fence  19 Barfield  DA4 9EJ  Erection of a single storey front/side extension  31 Harold Road  DA2 7SA  Erection of a two storey side extension, part single storey rear extension  1 Pembroke Place  DA4 9HR  Change of use and conversion of detached stable building to form a self-contained residential 3 bedroom dwelling, with associated alterations to elevations, parking and amenity space; construction of access ramp, including demolition of smaller stable; construction of boundary fences to enclose garden area (variation of condition 2 (approved drawings) of planning permission DA/18/00477/FUL in respect of change to access road alignment).  Old Mill Equestrian Centre  BR8 7PQ |  |
|  | The meeting closed at 9.18pm |  |