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| **MINUTES****SUTTON AT HONE & HAWLEY ANNUAL PARISH COUNCIL MEETING****Held Thursday 20th May 2021, 7.30pm, Hawley Pavilion.**  |

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|  | Agenda Item |  |
| 1. | **Apologies for Absence** Cllr White-work commitments |  |
| 2. | **2.1** **Election of Chair** Cllr Harbud was nominated (Cllr White) and seconded (Cllr Newitt) as Chair. There were no other nominations, it followed Cllr Harbud was elected Chair and signed the Declaration of acceptance of Office**2.2** **Election of Vice Chair** Cllr Newitt was nominated (Cllr White) and seconded (Cllr Murphy), there being no further nominations, Cllr Newitt was declared as Vice Chair |  |
| 3. | **3.1** **Minutes.** The minutes of the Annual Parish Council meeting held on 16 May 2019 were proposed by Cllr. Newitt, seconded by Cllr Burch, and agreed by all as a correct record3.2 **Matters Arising from minutes**  None |  |
| 4. | **4.1** **Appointment to Committees**HR Committee Cllrs. Downie, O’Sullivan & Newitt**4.2** **Appointment to Working Parties**Finance Cllrs Findlay, Harbud & NewittRecreation Grounds Cllrs. Murphy, Newitt, O’Sullivan & HarbudPlanning/Development Control. Cllrs Burch, Findlay & Harbud

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| **RESOLUTION: It was agreed to delegate powers to this working group to submit comments on planning applications to the planning authority** |

Media & Communication. Cllrs White & Downie |  |
| 5. | 5.1 **Responsibilities**Burial Ground Cllrs O’Sullivan & HarbudAllotments Cllrs Burch, Downie & MurphyBarfield Green Cllr MurphyJubilee Field Cllr MurphyThe Orchard Cllrs Findlay & StevensonBurnthouse Lane Cllrs White & Stevenson |  |

The meeting was closed at 19.40

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| **MINUTES****SUTTON AT HONE & HAWLEY PARISH COUNCIL MEETING****Thursday 20th May 2021****Members of the public are asked to contact the Clerk if they wish to join the meeting** |

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|  | Agenda Item |  |
| 1. | **Apologies for Absence** Cllr White-work commitments |  |
| 2. | **Declarations of interest****2.1** Cllr White has updated her DPIs-Clerk confirmed these have been submitted to DBC**2.2** Cllr Newitt declared an interest in items 6.1 & 7.1.1. Cllr O’Sullivan declared an interest in 7.1.6**2.3** Clerk granted dispensation to discuss the budget.  |  |
| 3. | **Minutes****3.1** The Minutes of the meeting held on April 22nd 2021 were approved, proposed by Cllr Newitt, seconded by Cllr Stevenson and agreed by all.**3.2** Matters arising from minutes not detailed on the agenda.414 bus route Arriva have agreed to additional services/avoid use of the mini bus/prioritise engineering to the fleet and encourage complaints in order to establish a true picture of the public service |  |
| 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 Main Road/.Longmarsh View planter**

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| **RESOLUTION:** Members agreed that Cllr Burch visit local plant nursery & Cllr Murphy visit local garden centre to discuss a favourable costing for plants going forward. Local shops to be sent a letter requesting funding support for cost of plants. |

**6.2 Sutton at Hone Primary School/Governing Body.** Request from the Chair of Governors to support the governing body submission to KHS regarding traffic/parking issues around the school entrance

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| **Recommendation: Members agreed that council submit a letter to KHS supporting the school & governing body in opening discussions regarding traffic & parking issues**  |

**6.3 RBLI ‘Tommy’ figures.**

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| **RESOLUTION: Members agreed the purchase of 2 x Tommy figures at a cost of £185.00 each plus shipping. Sites for installation to be agreed.**  |

**6.4 Parsonage Lane Pavilion** Members fully discussed recommendations from the Recreation Grounds Working Group to instruct survey and condition reports for the mains electrical supply to the Pavilion and the drainage from it, and the instruction to an architect to provide a working plan of what is achievable and a process to it.**RESOLUTION: Members agreed the instruction of an electrical company, a drainage company and an architect at a total cost of up to £1755. Cllr Murphy requested it be noted that the architects report should fulfil the criteria to support bids to any available funding streams****6.5 Hawley Pavilion Car Park** Letter received from user of facility regarding use by non users. Members agreed that HPT establish ‘reserved parking’ area incorporating the spaces immediately outside the building by marking as such in yellow. HPT to liaise with Holding Trustees to try and find a solution to stop non-user parking. **6.6 Litter Pick** Cllr Findlay gave details of the arrangements for the event on 31st May. It was agreed that volunteers retain the equipment (pickers/sacks) to encourage further use. **6.7 Community Award** The Chair had received positive feedback regarding the two letters previously sent. No new nominations  |  |
| **7.** | **Reports****7.1** **Councillors/Groups/Committee Reports****7.1.1** **Recreation grounds QEF/KGF**. Request received from FC Sutton Dynamo to hold end of season event.

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| **Recommendation: It was agreed that FCSD can hold a social event at QEF on the understanding they successfully apply for a TEN from DBC** |

 **Fencing** **at QEF** Comparable costings have been obtained for the supply, awaiting quotes for installation.**7.1.2** **Burial ground** No issues**7.1.3** **Jubilee Field** Cllr Murphy reported that the site had been recently cut and tidied. Awaiting contractor quote for clearing access and entrance to school gate-this work would be best carried out during school holiday to allow machinery access through the school field-to be agreed with the school**7.1.4** **Barfield Green** No issues. New solar light operating well. **7.1.5** **Burnthouse Lane**. It was agreed to attempt to contact current local users of the land with a view to discussing the future of the site by posting flyers. Content of flyers agreed.An enquiry for use of land for outdoor adventure events had been received. Clerk & Chair to take forward.**7.1.6** **Allotments.** Members discussed the formation of an Allotment Association at Chapelfields site. It was proposed that all tenants to be associate members and working practice established amongst that number. It was agreed to take this matter forward. It was agreed that due to the unusable condition of a plot (27) currently let, the tenant be offered a transfer to one of the plots currently cleared for communal use (40) **7.1.7** OtherCllr Murphy reported rubbish left o/s a property after DBC works. Clerk to contact DBC Housing |  |
| **8.** | **Correspondence received/matters dealt with****8.1**  **KALC Community award.** Certificate received and passed to Cllr Moyles HK & SD PC for presentation. **8.2** **Chaplins Land** Reply received from land agent regarding offer to purchase land at ‘rhubarb’ field offering right of way access which already exists. |  |
| **9.** | **GDPR**  No matters to consider at publication |  |
| **10** | **Finance** **10.1 Working Party**. Members received notes of meeting held 07/05/21**10.2 Annual Return**. Finance working group proposed and all agreed that the annual return be signed.**10.3. 3 year forward plan.** Chair reminded members to submit any works plans to be included in future budgetary considerations

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| **RESOLUTION: It was agreed by all that the Annual Return (AGAR) be signed for submission. Chair & Clerk signed** |

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| **11.** | **Clerk’s Report****11.1** Clerk informed members of the national project ‘The Queen’s Green Canopy’ encouraging tree planting to celebrate and mark the Queen’s Platinum Jubilee Year. Clerk also reminded members to dispose of any papers securely. |  |
| 12 | **PLANNING** As determined by the planning sub committee; No objectionsChange of use of land from agricultural farmland to paddocks for keeping and exercising of horses. As well as the provision of an access way / track leading from the existing access on Clement StreetLand To East Of M25 South of Clement Street/west of Church Road, Kent |  |

K Gale

CLERK TO THE COUNCIL