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 17th SEPT 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.*

1. APOLOGIES FOR ABSENCE. NONE
2. DECLARATIONS OF INTEREST

Cllr White declared an interest in matters related to FC Sutton Dynamo as her husband is a team manager.

Cllr Newitt declared an interest in matter related to FC Sutton Dynamo

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

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

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

To approve the payment of the following accounts:

**General**

DBC Business Rates (6mnths) £1322.00

JRGGS Grounds Maintenance (July & Aug) £630.00

Timber Mouldings Pavilion-sundries £100.32

Came & Co Insurance Premium £3017.82

Locks N Tools Key cutting £46.37

KCPFA Annual subs £10.00

DBC Licence fee £70.00

British Gas Pavilion elec (replacement) £126.14

Erith Flooring Ltd Pavilion flooring £3780.00

**Burial**

GSG Grounds Maintenance £1100.00

GSG Interments £50.00

**Lighting**

E.On Streetlighting-energy £421.55

Bank Balances as at 31/08/20:

1. £10084.88

2. £2588.66

3. £52972.16

Total: £65645.70

* 1. Minutes. It was proposed by Cllr. White, seconded by Cllr. Murphy and agreed by all to approve as a correct record minutes of the meeting held on 16th July 2020
	2. Matters arising from Minutes.

**Solar light on Barfield Green**. Efforts had been made to consult with as many residents in the locality as possible and the overwhelming majority were in favour of the light being installed

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| **RESOLUTION: It was resolved to install a solar light on Barfield Green footpath at a cost of £1685.00 + VAT** |

**HR Committee** HR policies as distributed have been agreed.

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| **The Clerk is now to be consulted on the HR policies**  |

**Land in Parsonage Lane.** Clerk has applied for and obtained a KCC Cultivation licence in order for council to tidy and maintain the strip of land outside the car park boundary. Clerk explained that the land is not our *responsibility* or in our *ownership* but we are able to carry out agricultural works. The clearance will enable signs to be erected inside the boundary. Members agreed to the planting of bulbs along this land.

* 1. Questions from Public & Press NONE
	2. Urgent Agenda Items NONE
	3. Items discussed

**Sale of Parish Council Office** Clerk updated members. Awaiting contract detail imminently.

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| **RESOLUTION: It was agreed by all to progress sale of the parish office for £175,000, to completion, subject to satisfactory contract detail** |

**Burial ground.**  Waste and rubbish clearance. It was agreed to hire a skip needed to clear immediate build up

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| **RESOLUTION: To best manage the waste and recycling at the burial ground, council will install a permanent waste site, using multiple wheelie bins, not accessible to the public. Regular pick ups by DBC caged lorry when necessary.**  |

**Planter/Longmarsh View** Request by residents of Longmarsh View for £150 donation from council to supply plants. Members discussed this as a one-off donation.

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| **RESOLUTION: The council agrees to donate £150 for purchase of plants for village planter subject to proof of cost/purchase.** |

**Social Media Accounts** Members discussed management of social media accounts with reference to compliance with GDPR framework. Clerk will revise the social media policy and bring draft to next meeting for approval. It was noted that the Council Facebook page has had positive response but agreement is needed on the content and administration in order to comply with Data Protection Regulations.

**Chapelfields Allotments** Receipt of costings for repair/adaption of water supply. Parts £175.00, labour £0

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| **RESOLUTION: The council agreed to the cost of £175.00 for the repair/adaptation of the water supply at Chapelfields allotment.**  |

**Development of Parsonage Lane Pavilion**

Members had visited the pavilion and seen the initial works to date which it was agreed had already improved the facility.

Working party submissions had been received from:

Cllr Newitt-Single User option

Cllr Burch-Single User Option

Cllr Harbud-Council run option

Cllrs White & Maddison-Trust run option

Members asked initial questions about the working party reports

**Cllr Newitt left the meeting**

Members reviewed and discussed all working party submissions.

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| **RESOLUTION**: **The council voted on the following 3 options****1.The council agree to progress under the single user option to run and manage the pavilion and/or playing field. 0 votes****2. The Council agree to pursue the establishment of a Charitable Trust to run and manage the pavilion and/or playing field 0 votes****3. The council agree to continue to manage the pavilion and playing field with a review May 2022 6 votes** |

Members agreed the need for a due diligence check on potential users-Clerk & Chair to draft.

Members agreed to identify and contact possible users of the facility who had already expressed an interest to discuss the refurbishment/redevelopment to gauge ideas & possible requirements

Chair has arranged to meet with FCSD to explain council’s decision and discuss the way forward with the facility & possibility of extended licence.

**FC Sutton Dynamo Licence** Members discussed the non-submission of financial information requested in the licence and agreed it was information currently not needed as the annual fee was paid up front. Clerk reported that it appeared that the club management had not read the detail of the licence on other matters, members agreed this needs to be reiterated to them

* 1. Items for information

Internal Communications Chair informed members that he had been in discussion with DBC and training on the Code of Conduct has been offered. This will take the form of virtual sessions and dates are awaited.

Items tabled: Letter received form Peter Pan Pre-School asking permission to lay non-permanent matting on the patio to prevent injury to children. All in agreement.

* 1. Parish Councillors Report

Cllr Murphy suggested residents be asked to post their Halloween decorations on our Facebook page, no objections

* 1. Clerk’s Report

**Hawley Pavilion Car Park**  Overnight and constant public use by non-users. Clerk suggested posting flyers on vehicles parked to remind them that the car park is for facility users only

1. PLANNING

As determined by the Planning Committee **NO OBJECTIONS/COMMENTS**

Use of land for stationing of a static caravan for a gypsy family (retrospective application) (removal or variation of condition 1 of DA/12/00574/FUL)

The Stables

Station Road

Sutton At Hone

Kent

DA4 9BA

Conversion and extension of existing stable block into detached 3 bedroom bungalow and change of use of paddocks to residential curtilage

Land Rear Of

Barton Road

Sutton At Hone

DA4 9EA

Extensions and alterations to existing bungalow, including front, side and rear additions and rear dormer windows to create two semi-detached bungalows. Associated landscaping, access and parking

57 Alfred Road

Hawley

Kent

DA2 7SG

There being no further business the meeting was declared closed at 9.30pm

Chairman……………………………………………………….Date………………………………