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| **MINUTES**  **SUTTON AT HONE & HAWLEY PARISH COUNCIL MEETING**  **held on Thursday Nov 17th 2022** |

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|  | Agenda Item |  |
| 1. | **Apologies for Absence** Cllr Murphy. Holiday  Cllr Newitt. Work |  |
| 2. | **Declarations of interest**  **2.1** No updates against Register of Interests  **2.2** Declarations against an agenda item.  **2.3** Dispensation granted by the Clerk to discuss the budget |  |
| 3. | **Minutes**  **3.1** The Minutes of the meeting held on Oct 20th 2022 proposed by Cllr. Law, seconded by Cllr. O’Sullivan were agreed by all as a true record  **3.2 Matters arising from minutes not detailed on the agenda:**  3.2.1 **Elections 23**. Members acknowledged the information provided by the Clerk and agreed that publicising would be best timed nearer the elections. Members to consider and propose content.  3.2.2. **PL Pavilion** **Lettings Policy**. Members discussed and agreed some amendments. Fees to be considered at Dec meeting  3.2.3. **Communication to Monitoring Officer.** Members agreed that whilst the response did not cover all their concerns there was little to be gained in pursuing the matter further.  3.2.4. **Papermakers Arms.** Response from Cllr Holt. Noted |  |
| 4. | **Questions from the public & press (10 min maximum)**  NONE |  |
| 5. | **Announcements from the Chair**  The Chair proposed a donation of £100 to the HPT to cover utility costs for the council use of the Hawley Pavilion. All agreed, clerk to action |  |
| 6. | **Items for discussion**  **6.1 Asset management plan.** Members discussed how to progress matters including employment of facilities manager/groundsman. It was agreed that the Clerk now detail the job description for a part time employee with a possibility for future full time if necessary and for the HR committee to progress.  **6.2 Kent Police.** Communication from PCSO Midford. Noted. Cllr Law to further communicate with Kent Police re arrangements for cover of the villages.  **6.3. Licence for organised sport at Parsonage Lane.** Members reviewed the recent meeting of the Rec Grounds Working Party with FCSD and their subsequent submission of a financial document. Council to respond that the detail does not give an adequate picture of their financial situation in order to support subsidy. Council to hold meeting with Club B.  **6.4. Boundary Commission Review.** Final consultation including the move of this parish from Dartford to Sevenoaks **Parliamentary** Constituency. No further response.  **6.5. KHS Highways Improvement Plans (HIPs).** Members reviewed the information and agreed that traffic calming/reduction on the A225 would be worth investigating. Clerk to ascertain what measures could be applicable on an ‘A’ class road.  **6.6 Community Award** No suitable nominations received |  |
| **7.** | **Reports**  **7.1** **Councillors/Groups/Committee Reports**  7.1.1 Recreation grounds QEF/KGF  7.1.2 Burial ground  7.1.3 Jubilee Field. Wildflower Orchard. Following DBC notification that they no longer have resources to progress this project, it was agreed to plan planting in house. Clerk to progress.  7.1.4 Barfield Green. Awaiting contractor date for cutting back of overgrowth.  7.1.5 Burnthouse Lane  7.1.6 Allotments. Report from tenants re drug activity on site, PCSO Midford informed and invited to a meeting on site - no uptake.  7.1.7 Hawley Pavilion Trust. Report from HPT regarding drain blockage under car park which had been dealt with involving camera investigation. Council requested copies of CCTV/photos.  7.1.8 Other. NONE |  |
| **8.** | **Finance**  **10.1. Budget 23/24**. Chair stressed the importance of advising the Clerk of any projects/requests to be included in the budget for 23/24 to be approved at Dec meeting  **10.2. Streetlighting energy contract**. Members acknowledged the information supplied regarding the need to establish the best rates possible for energy costs.  **10.3. Monthly summary.** Acknowledged |  |
| **9.** | **GDPR**  No matters to consider |  |
| **10** | **Correspondence received/matters dealt with: All noted**  **DBC Santa Run. Sun 18/12/22 12.30pm** Venue-Sutton at Hone Primary school. Attendance required  **Acknowledgement from Buckingham Palace re Letter of Condolence**  **Speed camera grid (A225/Cedar Drive)** The road markings have not been repainted since new road surface laid (Aug 22), to be completed ‘soon’.  **Land for sale Hawley**  **DRIPS newsletter** Tabled |  |
| **11.** | **Clerk’s Report**  **11.1** Burials ICCM Charter for the Bereaved. Clerk working through components needed to comply.  Chair proposed that Clerk produce a ‘How to’ guide on the burial administration needed for the burial ground, all agreed. Clerk to progress  **11.2** FCSD hire. It was agreed by all that a refund should be offered to FCSD for their cancelled event hire (25/11) |  |
| 12 | **PLANNING**  As determined by the planning sub committee; No comments:  Erection of one detached three bedroom dwelling with associated parking, bin store and amenity space  Land Adjacent 9 Ash Road  Hawley  Double storey side extension, first floor side extension, part double storey front extension, new roof lantern to rear roofslope and elevational changes including new front porch  The Coach House  30 Pembroke Place  Sutton At Hone  Erection of a single storey infill extension, alteration to roofline to provide two pitched dormers to front elevation and rear dormer extension to provide additional rooms in the roof space  15 Keith Avenue  Sutton At Hone |  |

Meeting closed at 8.50pm

K Gale CLERK TO THE COUNCIL