# SUTTON-AT-HONE & HAWLEY PARISH COUNCIL

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| **MINUTES**  **SUTTON AT HONE & HAWLEY PARISH COUNCIL**  **ANNUAL PARISH MEETING**  **Thursday 22nd April 2021 at 7.30 pm** |

*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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|  | **Agenda Item** |  |
| **1** | **Apologies for absence** Cllr O’Sullivan IT issues |  |
| **2.** | **Declarations of Interest** Cllr Stevenson has updated his DPIs  Cllr Newitt -FC Sutton Dynamo  Cllr White-FC Sutton Dynamo |  |
| **3.** | **Reports were received from the following Clubs/Associations**  Longlands Vets FC  Crayford MH Astronomical Society Dartford  Hawley Pavilion Trust (Secretary attended meeting)  FC Sutton Dynamo  The Chair thanked those who had submitted reports which reflected positively on what has been a difficult time. |  |

Meeting finished at 7.38pm

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|  | Agenda Item |  |
| 1. | **Apologies for Absence**  Cllr O’Sullivan IT issues |  |
| 2. | **Declarations of interest**  **2.1** Cllr Stevenson declared he had updated his DPIs and the Clerk confirmed it did not affect any business  **2.2** None  **2.3** Council received dispensation from the Clerk to discuss the budget |  |
| 3. | **Minutes**  **3.1** Members approved as a correct record Minutes of the meeting held on March 18th 202, proposed by Cllr Findlay, seconded by Cllr Murphy  **3.2 Matters arising from minutes not detailed on the agenda.**  **London Resort**  Clerk submitted response and we are registered as an ‘interested party’  **Jubilee Field** Play Equipment costings research acknowledged.  **414 Bus Route** Still awaiting response from DBC/JTB/Arriva  **School Rear Access** Chair to convene a meeting with Chair of Govs & Cllr Murphy to ascertain school’s view going forward.  **Dog Bin relocation at QE2 field** To be looked at on Monday when Rec Grounds committee have site meeting |  |
| 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 Litter Picking** It was agreed to arrange community event on May 31st to coincide with Keep Britain Tidy campaign. Cllr Findlay to organise.   |  | | --- | | **Resolution: It was agreed by all to purchase of equipment up to £500 if necessary** |   **6.2 Marketing Strategy** Cllr White gave an update from meeting with consultant. Details for access to Facebook page for the Clerk received and to be passed to Clerk. Cllr White to produce a self-bio to use as a template for all councillors to submit profiles for the website.  Next meeting with consultant to take place 23/04/21  **6.3 Cloud Based File Sharing** Members discussed using a file ‘vault’ for council documents and information and it was agreed that due to cost, initially this should be set up for use by the Clerk, Chair & Vice Chair only. Further extended use to be reviewed at a later date   |  | | --- | | **Recommendation: Members agreed that the Clerk/Chair/Vice Chair use a file ‘vault’ for council information** |  |  | | --- | | **Resolution: It was agreed to subscribe to a Cloud Based File Sharing system up to £360 p.a** |   **6.4 Forward Planning** Members received a draft suggestion for use as a live document and agreed to submit works/projects to populate a 3 year works planner to feed into annual budgetary considerations.  **6.5 Community Award** Members discussed successful fundraising by 2 local children for childrens’ cancer charities and it was agreed that the Chair write to them expressing council’s recognition of their efforts. |  |
| **7.** | **Reports**  **7.1** **Councillors Reports**  **Recreation grounds QEF/KGF** There have been further horse incursions onto the car park-Rec Grounds Committee to investigate boundary weakness at next site visit (26/04/21). Benches will be delivered late May. Clerk confirmed that the memorial tree would be planted 23/04/21, family to be in attendance.  Burial ground Members were made aware of a post on Facebook regarding items removed/stolen from graves. It was agreed that residents should be encouraged to report issue direct to the Clerk.  Jubilee Field Rubbish bin overflowing-Clerk to report to DBC  Barfield Green Solar light to be installed 27/04/21. Cllr Murphy to notify local residents to clear vehicle access. Clerk establishing access requirements for vehicles carrying out the works.  Burnthouse Lane It was agreed that Cllrs White/Stevenson engage with those using the site for cycling to open a relationship going forward to see if there is any works that could enhance the site.  Allotments Clerk reported that a large hole had been uncovered on one of the plots and it was agreed to utilise the JCB again to fill this hole in and clear other area to set paths.  Other |  |
| **8.** | **Correspondence received/matters dealt with**  **Airfields of Britain Conservation Trust (ABCT)** Communication received regarding installation of plaque-Chambers Farms contacted.  **Neighbourhood Watch** Request to publish information by local coordinator.  **Hawley Pavilion Trust(HPT)** For information and interest, ‘History of Hawley Pavilion’ received from Sec of HPT |  |
| **9.** | **GDPR**  No matters to consider at publication |  |
| **10** | **Finance** Members noted the draft year end turn round. Clerk to arrange a committee meeting. |  |
| **11.** | **Clerk’s Report**  **11.1** Noted: **Update on arrangements for meetings May onwards**  The following information from KALC sent to Kent MPs at the beginning of February seeking their support for extending the Covid-19 regulations to enable remote meetings to continue beyond 7 May 2021. NALC and the SLCC are lobbying at national level. KALC have also asked MPs for their help in getting the Secretary of State to respond to their call for a financial support package for our sector.  *The Covid 19 Regulations that came into effect in April 2020 gave local councils the power to hold meetings remotely, the Regulations expire on 7th May 2021 by which time it may be unlikely that councillors, staff and members of the public will be prepared to meet face to face. The purpose of this email is to seek your support to ask the Government for an extension to the Regulations until the end of the calendar year to avoid any confusion as we get closer to May. Recent evidence suggests an increase in attendance online from many local councillors, including those on local councils in remote rural areas. There are also practical reasons why meetings should continue to be held remotely, including: many Parish Councillors and residents are still isolating; the rooms available to Parish Councils for meetings are too small to permit social distancing if all councillors are present, which would mean it would not be possible to admit the public; many Parish Councils do not have the technology to permit some councillors and members of the public to attend in person and also virtually; a return to physical meetings would restrict voting to those physically present and some councillors would be disenfranchised.*  **11.2** Clerk asked that if members are to be absent from council business by email for holiday etc that they advise her prior to the period taken.  Council acknowledged the letter from the Private Sec to HRH Prince Philip in response to our letter of condolence.  Other Business  It was noted that the following responsibilities have been agreed:  Cllr Burch Allotments  Cllr Stevenson Burnthouse Lane & Finance Committee  All appointments to committtees will be agreed at the Annual Parish Council meeting 20/05/21  Cllr Burch expressed his disagreement with the guidance under Covid Regs that no physical books of condolence be made available. |  |
| 12 | **PLANNING**  As determined by the planning sub committee; No objections  Demolition of existing rear conservatory and erection of a single storey rear extension, formation of partial gable end for provision of rear dormer window with Juliette balcony and roof light in front roof slope in connection with providing additional rooms in the roof space  26 Ethelbert Road  Hawley  Kent  DA2 7SJ  Demolition of existing garage and rear conservatories and erection of a single storey side and rear extension, provision of a dormer window in rear roof slope and roof lights in front roof slope in connection with providing additional rooms in the roof space  13 Ethelbert Road  Hawley  Kent  DA2 7SJ |  |

The meeting closed at 8.52pm

K Gale

CLERK TO THE COUNCIL