IF THERE ANY ERRORS OR AMENDMENTS PLEASE ADVISE THE CLERK PRIOR TO THE NEXT MEETING

SUTTON-AT-HONE & HAWLEY PARISH COUNCIL

07398 770302 PO BOX 508

**Dartford**

**DA1 9RS**

# MINUTES – PARISH COUNCIL MEETING HELD ON THURSDAY 15th OCTOBER 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.*

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Cllr Burch as acting Chair opened the meeting

1. APOLOGIES FOR ABSENCE. NONE
2. DECLARATIONS OF INTEREST Cllr Newitt, matters connected to FCSutton Dynamos

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

1. MANAGEMENT

To note the resignation of Mark Maddison on 5th Oct 2020. It was agreed to send a letter of thanks for his service.

**Election of Chair:**

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| **RESOLUTION: The council voted unanimously to elect a Chair at this meeting.** |

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| **RESOLUTION: The council voted unanimously against deferring the election of Chair** |

Nominations : Cllr Harbud was nominated by Cllr Newitt and seconded by Cllr Burch. No other nominatons, Cllr Harbud declared Chair and took over the meeting.

Chair addressed members asking them to note comments made by the outgoing Chair. He also proposed that members who declare an interest in an agenda item be allowed to take part in the discussion on the matter but not vote. Clerk explained that the boundaries were not as clear cut and there are different circumstances depending on what is being discussed and what members’ interests are in matters. Clerk to distribute rulings around dispensations.

It was agreed to widely signpost to the official vacancy notices. Clerk to clarify if there are any restrictions

* 1. Accounts. It was proposed by Cllr. Burch,

seconded by Cllr. O’Sullivan and agreed to approve matters related to finance as follows:

**General**

JRGGS Grounds Maintenance £721.67

SL Treecare Tree removal £360.00

L Mills Plants for planter £145.20

British Gas Pavilion-elec £282.15

Appt Bus Mach Printer.copier £46.44

**Burial**

GSG Grounds Maintenance £1050.00

**Lighting**

Streetlights Repairs £258.00

E.ON Energy £407.95

* 1. Minutes. It was proposed by Cllr. Burch , seconded by Cllr. Newitt and agreed by all to approve as a correct record minutes of the meeting held on Sept 17th 2020
  2. Matters arising from Minutes.

Solar light-Barfield Green Contractor instructed to proceed.

Water system-Chapelfields Contractor instructed to proceed.

Pavilion Management Chair to contact FCSD to explain decision and way forward

Burial Ground Waste Clerk still awaiting meeting with contractors. Flytipping of domestic waste is an ongoing issue-agreed to make efforts to discourage this by notices/letters to those responsible if known.

HR Policies Cllr O’Sullivan reported that following a meeting held on 13th Oct, the majority of HR policies had been agreed with 6 more to follow. TORs are being drawn up for this committee.

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

Office sale & move Clerk distributed what actions are being or have been taken to facilitate the sale. The Clerk will be working to clear the office in the period leading up to the completion date and admin will be at a minimum to ensure this is completed.

FC Sutton Dynamos Received:

Request to use floodlights for night time training.

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| RECOMMENDATION: The council agreed the trial of LED floodlights connected to the existing power supply. Vote 5 in favour, Cllr Newitt did not take part in the vote. Review at Nov meeting |

Request for mobile drinks unit to trade at Hawley pavilion .

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| RECOMMENDATION: This council agrees that one parking space in Hawley Pavilion car park can be used for a mobile drinks unit (non alcoholic) to trade during the hours of use under the FCSD licence 20/21 season. Vote 5 in favour, Cllr Newitt did not take part in the vote |

CMHASD Renewal of licence for 2020/21. Agreed as drafted

Parsonage Lane Pavilion Plans for renovation/refurbishment-update. Matter taken under Asset Responsibilities agenda item

PCC request. Receipt of letter on behalf of the PCC regarding installation of handbasin in the toilet area plus outside lighting and improved pathway.

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| **RESOLUTION: The council agreed in principle to carrying out the installation of a handbasin in the ladies toilet in the Sexton’s building, plus installation of an outside light on the building and to improve the pathway to the building, with costs up to a maximum of £400. Clerk & Chair to take matter forward.** |

Assets Responsibilities:

Chair proposed formation of a Rec Grounds committee to oversee matters connected to Parsonage Lane Pavilion (including renovation works) & King George’s Field. Cllrs Harbud, O’Sullivan, Newitt & Murphy agreed to stand. ToRs to be established and agreed.

Chair proposed that individual members take responsibility for each of the council assets. This was agreed as follows:

**Burial ground**  Cllr Harbud

**Barfield Green** Cllr Murphy

**Jubilee Field** Cllr Murphy

**The Orchard** Cllr Newitt

**Allotment sites** Cllr O’Sullivan

**Burnthouse Lane** Cllr White

Clerk to distribute inspection forms

Hawley Pavilion Trust. Appointment of Holding Trustees to Hawley Pavilion Trust. Cllr White appointed to the Trust as Holding Trustee.

* 1. Items for information

Items tabled: NONE

* 1. Parish Councillors Report

Cllr Newitt reported instances of the horses egress from their field into the car park/rec. Efforts will be made to contact the owners of the field/horses.

Cllr White reported that the fencing along the boundary to A225 opposite Shirehall Road had been completed

Cllr Burch offered to lay the wreath on behalf of the council for Remembrance Day, this was agreed. Clerk has bought the wreath.

* 1. Clerk’s Report

Suggested signage for Parsonage Lane Car Peak entrance-content was agreed with minor amendment to layout. Clerk to obtain proofs/costings

* 1. Other Business NONE

1. PLANNING

As determined by the planning sub committee; No objections:

Erection of glasshouse (with associated cut and fill engineering works) with ancillary water tank for horticultural production and engineering works to retain a level platform for open storage associated with horticulture (part retrospective) (removal of condition 8 of planning permission DA/19/01100/FUL which requires the glasshouse and water tank to be demolished if their horticultural use ceases.

**Hawley Garden Centre**

**Hawley Road**

**Hawley**

**DA2 7RB**

Remove existing front window and brickwork below, replace with Bi-fold doors

**24 Barton Road**

**Sutton At Hone**

**Kent**

**DA4 9EA**

Application for a Lawful Development Certificate for existing use for the use of The 'Barrell Barn' for the repair and maintenance of power tools

**The Barrell Barn**

**Northview Nursery**

**Clement Street**

**Swanley**

**Kent**

**BR8 7PQ**

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There being no further business the meeting was declared closed at 9.05pm

Chairman…………………………

Date………………………………