

SUTTON VALENCE PARISH COUNCIL

Date:	Thursday 9 th July 2020 at 6.30pm
Venue:	Remote zoom meeting
Present:	Cllrs: Eve Poulter (Chair), Gary Ward, Derek Eagle, Carole Hunt Peter Murray and Maurice Stancombe Parish Clerk: Janet Burnett Councillors Wendy Young 2 members of the public

The Chairman asked if anyone was recording

Submissions from Public, Police, Community Support Warden, Borough Councillors

Cllr Young updated the meeting

1. **Apology** for absence previously received from Cllr Cook
2. **Declaration of lobbying** – Cllr Ward declared that he believed that he had been lobbied on agenda item 15.1.1, Cllr Eagle declared that he had been lobbied on 17.7.2
 - I. Declaration of Changes to the Register of Interests - none
 - II. Declaration of Interest in items on the Agenda - none
 - III. Requests for Dispensation - none
3. **Minutes** of the meetings held 11th June 2020 were agreed and signed
4. **No matters arising** from the minutes not covered under other headings
5. **Financial Regulations** – to be carried forward
6. **General Powers of Competence** circulated – to be carried forward
7. **Training** – Clerk has booked on a KALC course - The Reactive Local Council: Effective Working in a Virtual World
8. **Accounting Software** in the process of being set up
9. **Southfield Stables** – Field rent, and contract was discussed
The Parish Council resolved to keep the contract and fee as last year
10. **Consultations**
Consultation on the LGA Model Member Code of Conduct completed.
11. **KALC** virtual meeting – Cllr Poulter reported.
12. **Website** – Ongoing
13. **Data Protection**
 - I. Cloud document share ongoing
 - II. Impact assessment - Clerk to do and circulate.
14. **Local Development Framework**
 - I. Neighbourhood Plan
 - i. No update
15. **Planning**
 - I. Recommendations made on the following:
 - i. 20/502491/FULL Tumblers Plat Tumblers Hill ME17 3DA Demolition of existing dwelling and erection of a replacement dwelling, alterations and conversion of existing garage to create hobby/studio together with a new attached double garage.
The Parish Council resolved to refuse this application and are prepared to go to Committee
 - ii. 20/502826/FULL Lychgate Chart Road ME17 3AW
Erection of a single storey rear extension
The Parish Council resolved to approve this application

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16. Finance

- I. Correspondence - none
- II. Change of signatures - completed
- III. Authorisation of payments – Cllr Ward and one other
- IV. Bank Balances

Nationwide	68074.17	
Unity	85568.97	
- V. The following items of income were noted:

Tennis Club	330.00	Rent
HMRC	17804.21	VAT refund
Allotment deposits	100.00	
- VI. Expenditure
 - i. Ratified at this meeting

J Burnett	1709.62	Salary
E Poulter	180.00	Chairman's allowance
Legal and General	115.12	Pension
 - ii. Agreed at this meeting

Village Hall	342.91	Room Rent
Prime One Maintenance	346.92	Street lighting
KCPFA	20.00	Subscription
TSO Host	143.86	email provider
Satswana	90.00	Data Protection Officer
KALC	662.50	Membership
Lionel Robbins	75.00	Internal Audit
British Gas	14.40	Pavilion
HMRC	586.78	Paye month 3
- VII. Bank Reconciliation not available.
- VIII. Internal Audit received and circulated

17. Recreation and Open Spaces

- I. War Memorial Play Area and Field
 - i. Decision on whether to open play areas or keep closed
Following a lengthy discussion, the Parish Council resolved to keep both play areas closed. They do not believe that they are able to ensure that the restrictions are adhered to or the play equipment, gates etc be cleaned on a regular basis.
 - ii. Play area inspection £60.00 plus detailed report £20.00
The Parish Council resolved to book these for both areas
 - iii. Weekly inspection – nothing to report
 - iv. Monthly report – play area closed
- II. Car Park
 - i. New solar light trial quote requested
 - ii. Chairman has received an email from a parishioner requesting bollards on each space in the parishioner's car park.
The Parish Council resolved that no further barriers or bollards be put in place
 - iii. Parishioner has asked if he can he have the spare piece of bowtop fencing from the car park
The Parish Council resolved that this fencing would be used at the play area end of the field.

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- III. Football
Recommendation on football agreement and fees were discussed
The Parish Council resolved that the agreement and fees be kept as last year.
- IV. Pavilion – gas quote received - to be carried forward
- V. Tennis
Recommendation Tennis Agreement and fees were discussed
The Parish Council resolved that the agreement and fees be kept as last year.
Tennis Court repairs ongoing
- VI. Harbour Play area and field
- i. As 17.1.1
 - ii. Weekly inspection – nothing to report
 - iii. Monthly report – nothing to report
There have been complaints of quad bikes using the Harbour Field and causing damage.
This has been reported to the PCSO.
The Parish Council resolved to put in place signage informing the public that Quad bikes are not allowed.
- VII. Open Spaces
- i. TPO on trees adjacent to footpath - precautionary TPO has been progressed.
 - ii. Maintenance of The Harbour Play Area and the Council's future strategy for this area was be discussed. 2008 Kent Wildlife Trust report has been circulated.
The Parish Council resolved to continue with the existing maintenance contract in this area with a few minor changes to be discussed between Cllr Ward, the Clerk and the Contractor.
 - iii. Extension of Conservation Area - ongoing
- VIII. Public Rights of Way – Cllr Ward reported

18. Roads and Transport including lighting

- I. Various maintenance issues reported
- II. Public Transport
Bus stops by the Village Hall – Ongoing.
- III. Lighting
 - i. Lighting upgrade Clerk has completed a LoCASE eligibility form for a grant towards the LED lighting.
 - ii. Energy prices were discussed
Company 1 2548.30 – Annual cost
Company 2 3109.66 – Annual cost
The Parish Council resolved to progress with Company 1

19. Sub-Committees and Working Groups

Allotments

The Parish Council discussed the tree on allotment 8 at the Harbour. It was agreed that the tree was too large to be removed. As the tree made a large part of the eastern section unworkable, it was agreed that the whole allotment be offered to the current tenant at half the price.

20. Police

21. Correspondence

Grant form from S V Primary School

The Parish Council resolved that grants be discussed at the end of the 2020/21 when the Parish Council would have more information on available funds. The C19 crisis is having a financial impact on Parish Council budget.

22. **Village Hall**

23. **Jubilee**

24. **Toilets**

I. Opening of toilet and measures that need to be put in place were discussed.

The hygiene equipment is to be ordered and the broken door to be repaired.

The Parish Council resolved that once this has happened the toilets can be opened

II. Service agreement

i. £409.00 per annum with the manufacturers

ii. Credit account application form to be completed for consumables

The Parish Council resolved to apply for the service agreement and a credit account

25. **Agenda items for next meeting -**

26. **Date of next meeting: 13th August 2020**

Meeting closed: 20.15

Acronyms

NALC – National Association of Local Councils

MBC – Maidstone Borough Council

ACRK – Action with communities in Rural Kent

CPRE – Campaign to Protect Rural England

NP – Neighbourhood Plan

JPG – Joint Parishes Group

PSS – Parish Service Scheme

KALC – Kent Association of Local Councils

SLCC – Society of Local Council Clerks

PPF - Police/Parish Forum

PEG – parish Enhancement Group

LLV – Landscape of Local Value