

SUTTON VALENCE PARISH COUNCIL

Date:	Thursday 13 th August 2020 at 6.30pm
Venue:	Remote zoom meeting
Present:	Cllrs: Eve Poulter (Chair), Gary Ward, Lorraine Cook, Carole Hunt and Peter Murray Parish Clerk: Janet Burnett

The Chairman asked if anyone was recording

The Clerk confirmed that the meeting was being recorded until the minutes were done and would then be deleted.

No submissions from Public, Police, Community Support Warden, Borough Councillors

1. Apology for absence previously received from Cllrs Oakley and Eagle were accepted

2. Declaration of lobbying – none

I. Declaration of Changes to the Register of Interests - none

II. Declaration of Interest in items on the Agenda – Cllr Hunt declared an interest in item 19.5

III. Requests for Dispensation - none

3. Minutes of the meetings held 9th July 2020 were agreed and signed

4. No Matters arising from the minutes not covered under other headings

5. Councillor resignation

Cllr Maurice Stancombe has resigned from the Parish Council. MBC has been informed and a vacancy notice placed on the notice boards

6. Financial Regulations – to be carried forward **SCREEN**

7. General Powers of Competence circulated

8. Training – Clerk has booked on a KALC course – Website Accessibility regulations

9. Accounting Software – Balances passed over to RBS. Date to be set for training

10. Covid 19 – Clerk has ordered and received a dispenser and hand gel for just inside the office door for persons entering.

After consultation with the Chair and voice-chair the Clerk cancelled the monthly zoom charge of 11.99 and signed up for the annual at a reduced cost of: 90.04

The Parish Council resolved to approve the above expenditure retrospectively

11. Southfield Stables – Field rent, and contract has been sent but no response received. Clerk has chased.

12. Consultation on the LGA Model Member Code of Conduct completed

NALC consultation - EPC4 – Communities framework & the devolution white paper - deadline 17 August was circulated.

Action: Chairman and Clerk to complete 17/8/20

13. KALC

14. Website

Having considered the 3 proposals the Parish Council resolved to go with No 3 Hugo Fox

15. Data Protection

I. Cloud document share ongoing

II. Impact assessment - Clerk to do and circulate.

16. Local Development Framework

I. Neighbourhood Plan

i. Update

ii. Grant and Technical Support eligibility update circulated

17. Planning

- I. Recommendations made on the following:
- i. 20/503225/FULL Old Place Lower Road ME17 3AL Proposed re-ordering and subdivision of an existing dwelling to create one new additional dwelling. Minor changes to approved application 19/504939/FULL to include front entrance door and smaller external rear stair from terrace.

The Parish Council resolved that they did not have any objections

- ii. 20/503226/LBC Old Place Lower Road ME17 3AL Listed Building Consent for proposed re-ordering and subdivision of an existing dwelling to create one new additional dwelling. Minor changes to approved application 19/504940/LBC to include front entrance door and smaller external rear stair from terrace.

The Parish Council resolved that they did not have any objections

- iii. 20/503284/FULL Sunflower Cottage Maidstone Road ME17 3LS
Demolition of existing outbuilding and erection of part single storey, part two storey rear extension. (Part Retrospective).

The Parish Council resolved that they wished to see this application refused but did not want it reported to Committee. They felt it was out of character with the street scene and over development of the area

18. Finance

- I. Correspondence - none
 - II. Authorisation of payments – Cllrs Cook and Murray
 - III. Bank Balances
- | | |
|------------|----------|
| Nationwide | 68077.06 |
| Unity | 79578.16 |
- IV. The following items of income to be noted - none

Expenditure

- i. Ratified at this meeting
- | | | |
|-----------------------|---------|-----------|
| J Burnett | 1709.62 | Salary |
| Legal and General | 115.12 | Pension |
| Tailored Auto Pension | 13.20 | Pension |
| XLN | 69.52 | Telephone |
- ii. Agreed at this meeting
- | | | |
|-----------------------|--------|----------------------------|
| Village Hall | 342.91 | Room Rent |
| Prime One Maintenance | 173.46 | Street lighting |
| Wallgate | 83.21 | Soap & key for toilet |
| MSC | 60.00 | IT Support |
| MSC | 40.00 | IT Support |
| S Velvick | 100.00 | Toilet & pavilion cleaning |
| G Ward | 14.99 | Padlock for the Harbour |
| HMRC | 586.78 | Paye month 4 |
| J Burnett | 33.11 | Stock signs – toilet. |
| G Morris | 40.00 | Wasp nest in tennis hut |

- V. Bank Reconciliation - approved
- VI. Performance against budget

The Parish Council resolved that deficits and C19 expenditure to come from contingency

VII. Insurance

- i. Email previously circulated regarding flood insurance

The Parish Council resolved that this not be taken up

- ii. Cllr Murray to look at insurance renewal when it comes in.

19. Recreation and Open Spaces

- I. War Memorial Play Area and Field
 - i. Updated risk assessment on play areas circulated and approved.
 - ii. Once signage is in place open play area to be opened
 - iii. Signage for play areas was approved
 - iv. Play area inspection
 - Monthly report – circulated
 - Annual report - awaiting
 - v. Vandalised fence temporarily repaired

Action: Clerk to obtain quotes for metal bow top fencing and to ask Village Hall committee if the Parish Council can pay for the spare cctv camera to be used for the play area and pavilion

- II. Car Park
 - i. New solar light quote
 - 2 x Hockey Stick Column supplied and plant in Ground £365.12
 - 2 x Dimmable LED 22W SOLAR Lantern supply and Fitted £429.12

The Parish Council resolved to proceed with these lights

- III. Football
- IV. Pavilion

- i. Risk assessment on pavilion circulated and approved

The Parish Council resolved to keep the pavilion closed

- ii. Power

Action: Clerk to ensure that power in the pavilion is turned off

- V. Tennis

Proposal from Tennis Club that the courts be re-surfaced was circulated

The Parish Council resolved to investigate the cost of this.

- VI. Harbour Play area and field
 - i. Updated risk assessment on play areas circulated and approved.
 - ii. Once signage is in place open play area to be opened
 - iii. Signage for play areas was approved
 - iv. Play area inspection
 - Monthly report – circulated
 - Annual report - awaiting

- VII. Open Spaces
 - i. TPO on trees adjacent to footpath - precautionary TPO has been progressed.
 - ii. Extension of Conservation Area – ongoing
 - iii. Quad Bike signage was discussed

The Parish Council resolved to purchase 3 to go into the Harbour field, Bowhalls and the War Memorial field at a cost of 150.00 each.

- VIII. Public Rights of Way

20. Roads and Transport including lighting

- I. Public Transport
 - i. Bus stops by the Village Hall – Ongoing.
- II. Lighting
 - i. Lighting upgrade Clerk has completed a LoCASE eligibility form for a grant towards the LED lighting.

- ii. Energy prices to be discussed
 - Company 1 2548.30 – Annual cost
 - Company 2 3109.66 – Annual cost
 - Company 3 2299.86 - Annual cost

The Parish Council resolved to remain with company 3 - Haven Power

21. Sub-Committees and Working Groups

Allotments

The allotment holder at Bowhalls – number 5 would like the allotment split

The Parish Council resolved to accept this, with the new tenant paying for the fencing

Bonfires on the allotments are currently banned because of the warm weather

22. Police

23. Correspondence

24. Village Hall

25. Toilets

- I. Risk assessment on toilet was discussed and approved
- II. Opening of toilet and measures that need to be put in place were discussed and approved
- III. Toilet door repairs – Clerk received a quote for 195.00 to repair door and put in place a metal angle at the lock point. In view of the urgency of this repair, after discussion with the Chair and Vice – Chair the Clerk asked contractor to commence the repairs

The Parish Council resolved to ratify this decision

IV. Cleaners – job description – circulated and approved

26. **Agenda items for next meeting** - GDPR

26. Date of next meeting: 10th September 2020

Meeting closed: 20.31

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

SUTTON VALENCE PARISH COUNCIL

WEBSITE PROVIDER

BACKGROUND

The Parish Council website has been hosted since it's conception by KCC eis. This has been a free website using wordpress.

From the end of September KCC are no longer providing this website for free so a new provider must be found.

From the 30th September website accessibility guidelines have been updated which means that not only going forward, but also all existing documents need to be updated to meet these new requirements. This is a labour-intensive project and a provider which can undertake this is necessary.

Three companies were approached based on recommendations from other Parish Councils.

Company 1

Year one costs			Year two cost		
Setup fee	£ 600.00	No VAT	Support Charge	£ 100.00	No VAT
Support Charge to	£ 100.00	No VAT	hosting	£ 79.99	+VAT
hosting	£ 79.99	+VAT	email included	included	
email included	included		SSL Certificate	included	
SSL Certificate (using Lets Encrypt)	included		total	£ 179.99	
.gov domain	£ 90.00	+VAT			
total	£ 869.99				
- VAT	£ 34.00		Year three costs		
			Support Charge	£ 100.00	No VAT
For Each additional domain			.gov domain	£ 90.00	+VAT
Additional doman (.org.uk - cost is typical)	£ 6.99		hosting)	£ 79.99	+VAT
Additional host to main site	£ 4.00		email included	included	
			SSL Certificate	included	
			total	£ 269.99	

Company 2

Pricing

For the design, build and migration of all content I am pleased to quote a total cost of **£649 (+VAT)**. This would give a fully 'ready to go' website that features all modern functionality and meets all current requirements. We are very focused on accessibility regulations from a website development perspective (ensuring our sites are compliant with WCAG 2.1 AA criteria), but also here to support what is uploaded to the website. GDPR compliance as standard.

Our website hosting and support (**£19 per month + VAT**, invoiced annually) includes regular (daily, weekly) backup, disaster recovery, SSL certificate. We provide additional WordPress/website security, plugin and core WordPress updates as they become available.

Our hosting is UK based with a 99.99% up-time. This hosting charge and the website cost mentioned above are the only costs required - there are no hidden costs or fees. Second year website costs are for hosting only (**£19 per month + VAT**).

This would be plus £90.00 for the Gov.co.uk emails

Company 3

They are a specialist provider of free Parish and Town Council websites, providing popular, tried and tested and easy to update websites to hundreds of Councils throughout the UK that work in pc, mobile or tablet.

Bronze (current free offering)- FREE

Silver - £19.99 per month

Gold - £399 starter cost then £29.99 per month until no longer needed.

Tsohost would remain our email provider for an annual cost of £119.88