

SUTTON VALENCE PARISH COUNCIL

Date:	Thursday 11 th June 2020 at 6.30pm
Venue:	Remote zoom meeting
Present:	Cllrs: Eve Poulter (Chair), Gary Ward, Derek Eagle, Peter Murray and Maurice Stancombe Parish Clerk: Janet Burnett Councillors Eric Hotson and Wendy Young

The Chairman asked if anyone was recording

Cllrs Eric Hotson (KCC) and Wendy Young (MBC) updated the meeting

1. Decision whether Virtual meeting procedure be approved - not needed
2. Apology for absence previously received from Cllrs Cook, Hunt and Oakley previously received
3. Declaration of lobbying - none
 - 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
4. Minutes of the meetings held 28th May 2020 were agreed and signed
5. No matters arising from the minutes not covered under other headings
6. Financial Regulations – to be carried forward
7. General Powers of Competence circulated – to be carried forward
8. Policies to be reviewed – to be carried forward
 - I. Password policy to be carried forward
9. Accounting Software – ongoing
10. Consultations.
11. NALC

KALC virtual meeting being arranged – Cllr Poulter to take part if able.
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. Recommendation made on the following:
20/502156/FULL Richmond Farm Cottage Babylon Lane Hawkenbury Tonbridge TN12 0EG
Demolition of existing dwelling and erection of single storey dwelling with detached garage, new access and driveway.

The Parish Council resolved not to comment on this application

16. Finance

- I. Correspondence - none
- II. Change of signatures - ongoing
- III. Authorisation of payments – Cllrs Poulter and Eagle
- IV. Bank Balances not available
- V. The following items of income were noted:

ESPC	39.00	Rent
MBC	10000.00	Tennis Club grant
- VI. Expenditure agreed at this meeting

Village Hall	342.91	Room Rent
Arkas	210.00	Repairs to barrier
IOS	45.52	Photocopying
Mainline	730.00	Fencing
S V Tennis Club	10000.00	Grant
British Gas	14.12	Pavilion
- VII. Bank Reconciliation not available.
- VIII. External Audit - Annual Governance and Accountability Return.
 - i. The Parish Council reviewed the effectiveness of the system of internal control and:
Resolved to approve the Annual Governance statement 2019/20
 - ii. The Parish Council considered The Accounting statements 2019/20 and:
Resolved to approve the Accounting Statement.
 - iii. Notice of the period for the exercise of public rights set as 15/6/20 to 24/7/20.
- IX. The Parish Council considered whether the scope of the internal audit ensures that the auditor can complete section 4 of the Annual Return and whether Lionel Robbins be appointed Auditor for 2020/21
The Parish Council resolved that the scope of the internal audit ensures that the auditor can complete section 4 of the Annual Return and that Lionel Robbins be appointed Auditor for 2020/21

17. Recreation

- I. War Memorial Play Area and Field
 - i. Weekly inspection – nothing to report
Monthly report – play area closed
- II. Car Park
New solar light trial quote requested
Email from parishioner regarding a barrier at the resident's car park was discussed and the opinion reached that a barrier that folds down was not an answer and would pose a safety risk in the dark.
Action: Chairman to formulate a reply and circulate.
- III. Football
 - i. Pitch Fertilisation risk assessment received
- IV. Pavilion
- V. Tennis
Grant of 10000.00 received from the government. This needs to be paid to the tennis club.
Proof of insurance received, awaiting a recent bank statement.
- VI. Harbour Play area and field
Weekly inspection – nothing to report
Monthly report – nothing to report

VII. Open Spaces

- i. Maintenance of The Harbour Play Area and the Council's future strategy for this area to be discussed. 2008 Kent Wildlife Trust report circulated
Action: Cllr Ward to review the policy and draft if necessary, a new policy and circulate to all Cllrs during the month.
- ii. Extension of Conservation Area – Cllr Young updated the meeting
- iii. Email received from a member of the Public requesting that a bench be position of the vicinity of The Swan Public House or Church Farm at Ulcombe.
The Parish Council decided that Church Farm might be the better proposal as there wasn't anything in the vicinity of The Swan.
- iv. Public Rights of Way – Cllr Ward reported

18. Roads and Transport including lighting

- I. Various maintenance issues reported
- II. Public Transport
Lighting - ongoing

19. Sub-Committees and Working Groups

Allotments – Clerk & Cllr Ward met with a local parishioner who is prepared to take on the culling of rabbits on Bowhalls allotments
The Parish Council resolved that this be approved, and that public liability insurance be seen, and a risk assessment in place before this commences.

20. Police

21. Correspondence

22. Village Hall –

23. Jubilee

24. Toilets - The Clerk was asked to obtain a quote for a deep clean in preparation for re-opening

25. Agenda items for next meeting -

26. Date of next meeting: 9th July 2020

Meeting closed: 19.48

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