

SUTTON VALENCE PARISH COUNCIL

Date:	Wednesday 14 th August at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Mel Flint, Lesley Flint, Nicola Alsop, Sally Annereau, Mike Gammon, Melanie Dawber, Alex Castle, Borough Cllr Ziggy Trzebinski Parish Clerk: Emma Hull Two members of the public

Opening statement to be read out by the Chairman

The Chairman to ask if anyone is recording – no recordings took place.

Submissions from Police, Community Support Warden, County or Borough Councillors –

Cllr Ziggy Trzebinski gave an update on Maidstone Borough Council matters.

Questions and comments from members of the public (limited to 15 minutes in total a maximum of 3 minutes per person) This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns, or making comments on matters affecting Sutton Valence. As this is an information session only, no action can be taken, but the Chairman may decide to refer any matters raised for further consideration

Two members of the public spoke regarding a planning application

1. Apologies for absence – none received

2. Declaration of Lobbying - none

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

II. Declaration of Interests in items on the Agenda Cllr Gammon item 17. IV. i. & ii

III. Request for Dispensation – Cllr Gammon 17. IV. i & ii

3. Cllr Co-option Vacancies – two vacancies are available

4. Policies to be reviewed / agreed

NALC model financial regulations –

The Parish Council resolved to have an extra ordinary meeting on Tuesday 3 rd September at 7.00
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5. Minutes of the meetings held on 14th May 2024, 12th June and 10th July were agreed and signed by the Chairman

6. Training – Cllrs reported back

i. Charing council and public meetings effectively – 18th July Cllr Gammon gave an update

ii. Nuts and Bolts – 22nd July Cllrs Annereau and Castle gave an update

7. Ward Cluster Meeting 16th July –Cllr L Flint gave an update

8. Meeting with MBC Cllrs – items for discussion were agreed – date of meeting to be confirmed

9. Consultations

i. MBC Local Cycling & Walking Infrastructure Plan (LCWIP) closes 19 August 2024

ACTION The Clerk to send in the parish response detailing the lack of linking Sutton Valence into the plan
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ii.MBC Community Safety Survey closes 25 August 2024

ACTION The Clerk to send in the parish response airing concerns of the lack of continuity of beat officers

iii.KCC Local Transport Plan 5 – Striking the Balance closes 8 October 2024

ACTION To defer to September’s meeting

10. To consider and agree recommendations from Committee / Working Groups

I)Event Committee (Jubilee)

i)To consider holding a Free boot fair event – update given

ii)To consider holding Carols on the green

ACTION The Clerk to arrange a date for the committee to meet

II) Working Groups

i Communications

i)To agree newsletter content and distribution

The Parish Council resolved to agree the content of the newsletter, Cllrs agreed to distribute

ii)To consider quote for plastic boxes for noticeboards

ACTION The Clerk to purchase one holder before ordering for all noticeboards

iii)To agree website layout

ACTION Cllrs to send comments to Cllr Gammon

ii Climate Change, Open Spaces -to meet after the extra ordinary meeting on Tuesday 3rd September

iii Memorial Garden – awaiting responses from QHOF, Chart Sutton and Village Hall Committee

11. To consider grant request from We are Beams

The Parish Council resolved to award a one-off grant of £250.00

12. Planning

Recommendations to be made on

i. 24/503000/LBC Hillside House Sutton Valence Hill Sutton Valence Kent

ME17 3AR Listed Building Consent for the installation of 6no. replacement windows.

The Parish Council resolved no objection on this planning application

ii.24/502999/FULL Hillside House Sutton Valence Hill Sutton Valence Kent

ME17 3AR Installation of 6no. replacement windows.

The Parish Council resolved no objection on this planning application

iii. 24/503191/FULL Kantara Headcorn Road Sutton Valence Kent ME17 3EL

Erection of a replacement self-build dwelling with link attached annex and associated parking.

Demolition of existing dwelling, gazebo and annex building. Erection of an additional self-build dwelling with detached single garage and associated parking.

The Parish Council resolved no comment on this planning application

iv. 24/503216/FULL Ivaron House Maidstone Road Sutton Valence Kent ME17 3LS

Conversion and extension of existing outbuilding to create a self contained annexe ancillary to main dwelling.

The Parish Council resolved no comment on this planning application

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13. Shop Signage

To note that, following complaints regarding the signage at the new barbers shop, Maidstone Borough Council has confirmed there is no breach of planning consent. To agree what action, if any, the parish council wishes to take

ACTION The Clerk to send response to Borough Cllr Ziggy Trzebinski
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14. To note the asset register – was noted to be an agenda item at the Climate Change and Open Spaces Working Group meeting

15 . Finance

I. Authorisation of payments

II. Bank Balances

Unity £101,512.13

Nationwide £85,813.29

III. i. The following income was noted for June

Drax	69.24	Streetlights
HMRC	8,526.79	VAT Reclaim
P Shayler	500.00	Fun Fair
Nationwide	154.60	Interest June

ii The following income was noted for July

Allotment	34.00	Fee
Allotment	50.00	Deposit
East Sutton PC	39.00	Room Rent
Nationwide	160.04	Interest July

iii Expenditure

The following expenditure was ratified for June

J Goodsell	191.70	Cleaning of public toilet
Tailored Autowealth	13.20	Pension Admin
C Webb	99.80	D Day Sundries
XLN (Daisy)	124.54	Phone / Broadband
Lloyds	71.93	Microsoft 12.36, Aldi Annual Parish Assembly Sundries 41.57, Timpson Key Cutting 15.00 monthly fee 3.00
Drax	56.22	Streetlights
Castle Water	6.26	Allotments Harbour
P Waring	1064.64	Grass cutting
M Fitzgerald	160.00	D day printing
Hugo Fox	35.99	Website
E Hull	20.04	Paper and Sundries
J Burnett	80.75	Clerks' assistance
L Flint	15.17	Sundries for Annual Parish Assembly
T Cowen	50.00	Removal of rotten bench
Robertsons	700.00	Tree removal
C Webb	76.00	D Day Sundries
Unity	27.45	Service Charge
Satswana	90.00	DPO subscription
Staff	2,764.89	Costs

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The following expenditure was ratified for July

XLN Daisy	136.54	Phone
Hugo Fox	35.99	Website
Drax	54.43	Streetlights
Lloyds	17.91	Post Office 2.55 Microsoft 12.36, monthly fee 3.00
Castle Water	6.06	Harbour Allotments
A Scott	227.00	Steps repair Bowhalls
Plane and Simple	304.98	Fence at War Memorial Playground
E Hull	24.99	Printer paper
Sutton Valence Village Hall	1175.49	Room Hire July August September plus PA System for Annual Parish Assembly
J Goodsell	204.00	Public Toilet Cleaning
P Beaney	240.00	Notice Board Installation Warmlake
Staff	2,764.89	Costs

ii The following expenditure was agreed at this meeting

KALC	120.00	Nuts and Bolts of Parish Councils Cllrs Castle & Annereau
Wallgate	507.16	Service plan (public toilet)
Dignet	50.06	Copier charges
KALC	44.40	Chairing meetings effectively

I. Bank Reconciliation

II. To review printer and phone contracts – carry over to the next meeting

Meeting to be closed to members of the public for item 16

16. Clerks Assistance

i. To agree hours and salary for assistance to the Clerk

The Parish Council resolved to carry on with assistance from the previous Clerk up to three hours a week until the end of the year

17. Recreation and Open Spaces

I. War Memorial Play Area and field

i. Weekly inspections

ACTION Clerk to obtain quotes to remove tree stump in the play area

ii. Yearly inspections – waiting date of inspection

II. Village Hall Car Park

i. To consider gully/drain repairs – due to the urgency of the works the Clerk proceeded with agreement from the Chairman quote from Fgspilcher £1,056.00

ii. To consider request from Hockey Club

The Parish Council resolved for the Hockey Club to use the car park at the agreed contribution of £100.00

- iii. To consider wooden bollard repairs –

ACTION The Clerk to obtain quotes

III. Village Hall

- i. To consider repairs and repointing of pathway

ACTION The Clerk to see quotes for repairs

- ii. CCTV signage – information to be added

ACTION The Clerk to seek clarification on the details that need to be added

IV. Permit Car Park

- i. To consider options to secure the permit car park

ACTION The Clerk to look into further options

- ii. Process to apply for a car park permit

ACTION to carry over to the next meeting

III. Harbour Play Area and field

V. Harbour Play Area and field

- i. Weekly inspection – update given
- ii. Yearly inspection – awaiting date of inspection

VI. Open Spaces

- i. Platinum Meadow – Update given 879 trees to be re planted in January by Medway Countryside Partnership
- ii. Tree audit – update given works to be undertaken on trees that were identified on the audit not owned by the parish by the end of the month
- iii. To consider the location request of a memorial bench

The Parish Council resolved to agree the location of the memorial bench

- iv. Allotment – update given tenants have been contacted after inspections were undertaken

- v. To consider options for possible removal of ragwort

The Parish Council explored options and resolved to leave it to seed

- vi. Spring / well repairs – update given
- vii. Damage to Bollard Lower Road - update given Clerk liaising with insurers
- viii. Memorial bench repairs Chart Road – update given the bench is beyond repair and due to be removed
- ix. To consider request for more streetlighting in South Lane – Clerk to contact company who maintain streetlights to see if this is possible
- x. Bin request for bus stop Headcorn Road – update given the bin to be installed in two to three weeks by MBC

18. Roads and Transport

I. Roads

- i. To Consider setting up a traffic / road working group
- ii. 20 is plenty - update given
- iii. Highways Improvement Plan (HIP) – Warmlake crossroads awaiting new signage to be installed
- iv. To consider using CIL money to purchase a Speed Indicator Service Scheme (SIDS)

ACTION The Clerk to set up a meeting with KCC with regards to the process of purchasing a SIDS

- v. Speed Watch – update Cllrs Flint and Dawber gave an update
- vi. Remembrance Service – update given

- I. Public Transport
- 19. Police
- 20. Correspondence
- 21. Village Hall – items to be raised by PC representative
- 22. Matters for Report
- 23. Agenda items for next meeting
Village Hall Lease Agreement
- 24. Date of next meeting Wednesday 11th September 2024

Meeting Closed 10.00pm

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

HIP – Highways Improvement Plan

JPG – Joint Parishes Group

PSS – Parish Service Scheme

CIL - Community Infrastructure Levy

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

PIP – Parish improvement plan