

## SUTTON VALENCE PARISH COUNCIL

Date:	Wednesday March 9th at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Eve Poulter (Chair), Gary Ward, Claire Dennard, Derek Eagle (joined the meeting at 19.40), Lesley Flint, Gary Williams Parish Clerk: Janet Burnett Deputy Clerk: Emma Hull Cllr Wendy Young 1 members of the public

Opening statement was read

The Chairman asked if anyone was recording - No

Submissions from Borough Councillor – Wendy Young updated the meeting on the ward boundary review and Haven Farm.

No Questions or Comments from members of the public

1. Apologies previously received from: Cllrs L Cook and Cllr G Ramachandran
2. 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
3. Minutes of the meeting held 9<sup>th</sup> February were agreed, signed and dated by the Chairman.
4. To consider the Local Boundary Review

**Action: Cllrs to look at the review document and submit responses to the Chairman and Clerks to formulate a response.**

5. To consider the following policies / risk assessments
  - I. Revised Allotment Risk Assessments

**The Parish Council resolved to accept the revision**

- II. Bee Keeping Risk Assessment
- III. Bee Keeping Policy

**The Parish Council resolved to approve the risk assessment and policy**

6. Consultations

- i. Kent care summit circulated
- ii. Bus consultation circulated – response

**The Parish Council resolved to object to the cessation of the 59-bus service**

- iii. KCC - proposed Tree Establishment Strategy circulated

7. Local plan - Cllr Poulter updated the meeting.

8. Parish Council housing survey meeting – CPRE meeting 14/2/22

- I. Attendees to report  
Meeting to be closed to members of the public
- II. To consider the need for a housing survey

**The Parish Council resolved to revisit at a later date**

9. Emergency Plan to be carried forward to Aprils meeting

10. Memorial Garden

- I. Proposal for QHOF to take on this project in conjunction with Sutton Valence, Chart Sutton and East Sutton Parish Councils

**The Parish Council resolved that the Chairman approach the Chairmen of Chart Sutton and East Sutton to request support in principle to the initial work and the upkeep.**

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11. Electrical Charging points – work has commenced
12. KALC
  - I. Cllr Poulter reported on Parish Liaison meeting
  - II. Ward cluster meeting date – 15/2/22 at 12pm  
Cllrs Eagle and Flint reported
  - III. Carbon footprint calculator – Cllr Eagle reported, this is ongoing
  - IV. Kalc bulletins circulated
13. Newsletter – Chairman to circulate the current draft newsletter  
Door to Door £140 + vat for a bespoke delivery.

**The Parish Council resolved to go ahead with a bespoke delivery**

14. Downsmail  
The Parish Council reviewed the quote

**The Parish Council resolved to review at budget setting**

15. Training
  - i. KALC training courses circulated  
Cllr Flint booked on dynamic councillor training on 24/3/22  
Working together to make communities safer 30/3/22
  - ii. NALC Training  
Climate Change £32.44 - 25/5/22  
Giving local Councils more of a say on Housing £32.44 - 27/7/22
  - iii. Maidstone Borough Council Training  
Planning training (Trees and Heritage) 6.00pm 7/3/22  
Due to budget constraints one Cllr to attend training courses other than Dynamic Cllr and report back

16. Working Groups / Committees

- i. Climate Change working group

**The Parish Council resolved that this group be formed and that Cllrs Dennard, Eagle, Flint and Williams be members of this newly formed group.**

- ii. Jubilees Committee

**The Parish Council resolved that the Jubilee Committee disband, monies to remain ringfenced and to be resurrected at a later date**

17. Planning:

- I. Recommendation to be made on:

- i. 22/500532FULL Southfield Stables South Lane ME17 3AZ

Demolition of existing dwelling and erection of 1no detached dwelling with associated garage, driveway and landscaping.

**The Parish Council resolved that this application be refused and they wish to go to Committee. The proposed dwelling is much larger than the existing dwelling in mass and proportion and, with the houses in the surrounding area. In connection with our green agenda the Parish Council would be interested to know what is happening to the demolition materials of the existing house that is less than 30 years old. The Parish Council would like confirmation that an agricultural occupancy condition is not in place on the original dwelling.**

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- ii. 22/500845/FULL The Court House Chart Road ME17 3AW  
Demolition of rear conservatory and erection of single storey rear extension.

**The Parish Council resolved not to comment on this application**

- iii. 22/500764/ Full Blueberry House Chartway Street ME17 3JA Erection of a single storey rear extension (revised scheme to 21/502759/FULL).

**The Parish Council resolved not to comment on this application**

18. Finance

- I. The Parish Council to note the agreed hourly increase for employees backdated to 1/4/21 – Clerk 0.81p, per hour and Deputy Clerk 0.26 per hour.
- II. The Parish Council to consider adding the deputy clerk onto Unity and Nationwide banks at the same access level as the Clerk

**The Parish Council resolved to approve the deputy clerk’s access to the bank accounts**

III. Bank Balances

Unity:	20799.21
Nationwide	83136.89

IV. The following items of income were noted

Nationwide	3.19	Interest
Parishioners	528.00	Car park permits
ESPC	39.00	Room rent
Allotment holders	1223.50	Rents

V. Expenditure

i. Ratified at this meeting

Legal & General	290.18	Pensions
Drax	246.59	Street lighting
Tailored Auto	13.20	Pension admin
Staff salaries	2330.92	
XLN	60.53	Telephone
Castle Water	19.27	On account
Corona Energy	18.21	Pavilion
Lloyds Credit charge	18.29	Microsoft 11.28, charges 3.00, Amazon prime 7.99 refunded, 1 & 1 IONOS 12.00
Hugo fox	35.99	Website

ii. Agreed at this meeting

Lyndon Davies	50.00	Allotment deposit refund
Dick Payne	50.00	Allotment deposit refund
Jacqui Seager	50.00	Allotment deposit refund
Amanda Ward	58.00	Allotment deposit & rent refund
J Burnett	4.99	Padlock
G Ward	262.08	Beech trees
Grounds Management Association	50.00	M Cook
KALC	18.00	Dynamic Cllr (42.00 in credit)
Prime One Maintenance	867.30	Street light maintenance
Diginet Solutions	146.46	Photocopying charges
Village Hall	382.79	Room Rent
HMRC	622.75	Paye month 11

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- VI. Bank Reconciliation – not available
- VII. Performance against budget – not available

### 19. Recreation and Open Spaces

- I. War Memorial Play Area and Field
  - i. Weekly and monthly inspections  
Shackles beginning to wear on trim trail & toddler swing  
Gate slow closing, rabbit holes  
All satisfactory or low risk
  - ii. Annual Play area inspection completed – report to follow
  - iii. Peter Shayler Fair 13/6 to 20/6

**The Parish Council resolved £500 minimum**

- II. Car park
  - i. Exit barrier – to carry over to April's meeting
  - ii. Pedestrians crossing signage

**The Parish Council resolved the Clerks to purchase signage**

#### III. Pavilion

The Parish Council considered the selling of current pavilion building

**The parish Council resolved that the Clerk to investigate this ongoing**

#### IV. Football

- V. Harbour Play area and field
  - i. Weekly and monthly inspections  
Gate spring needs adjusting  
Spin dish – movement in bottom fixings  
All satisfactory
  - ii. Annual Play area inspection – report to follow

#### VII. Open Spaces

- i. Extension of Conservation Area ongoing  
Sutton Valence Castle – Cllrs Poulter and Ward reported on the meeting held 17/2/22 with English Heritage
- ii. Platinum Meadow
  - i. MBC tree initiative

**The Parish Council resolved to go ahead with this initiative and to seek clarification on ongoing maintenance**

- Parishioners email – noted  
To consider access to the field via a stile
- ii. Fields in Trust
- iii. Green Canopy
- iv. Tree Survey ongoing – parish online to be used

**The Parish Council resolved to set up a working party - agenda at Aprils meeting**

### 20. Roads and Transport

- i. Roads
- ii. Fire hydrant initiative project – ongoing
- iii. Parking Survey in the Village  
Public transport  
Email circulated regarding the consultation on the 59 bus service

### 21. Lighting – Several lights reported

22. Allotments
23. Police
  - I. Crimes reported January 2022 - 14
24. Correspondence not circulated
25. Village Hall
  - I. Beech hedge

**CIlr Ward has completed the planting thankyou**
  - II. Flooring in committee room and hallway raised with The Chairman of the Village Hall.
26. Microsoft 365 and software packages
  - i. Rialtas Fixed Assets
  - ii. quote for 365 applications
  - iii. quote 365 Migration

To consider the options and the way forward to be carried forward to April's meeting
27. Agenda items for next meeting:  
Quiet Lanes
28. Date of next meeting: 13/4/22  
Meeting closed: 22.00

**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 – 7ú 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