

## SUTTON VALENCE PARISH COUNCIL

Date:	Wednesday 10 <sup>th</sup> July at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Mel Flint, Lesley Flint, Sally Annereau, Mike Gammon, Melanie Dawber, Alex Castle Parish Clerk: Emma Hull One member of the public

The Chairman asked if anyone was recording –no recording took place

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

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

1. Apologies for absence – Apologies from Cllr Alsop were noted and accepted
2. Declaration of Lobbying
  - I. Declaration of Changes to the Register of Interests – Cllrs to ensure these are up to date
  - II. Declaration of Interest in items on the Agenda Cllr Gammon 14 II i
  - III. Requests for Dispensation Cllr Gammon 14 II i
3. Cllr Co-option Vacancies – Two Cllr Vacancies to be filled
4. Policies to be reviewed / agreed
  - i. NALC model financial regulations  

Action: To carry over to the next meeting
5. Minutes of the meetings held on 14<sup>th</sup> May 2024 and 12<sup>th</sup> June to be agreed and signed  

Action: To carry over to the next meeting
6. KALC Training – Chairing council and public meetings effectively – 18<sup>th</sup> July  

Action: The Clerk to book Vice Chairman onto the course
7. KCC Cllr Briefing session: Biodiversity Net Gain training –24<sup>th</sup> June, an update was given by Cllrs who attended  

Action: The Clerk to obtain slides from the briefing session

Action: Climate Change Working Group to explore options of energy credit
8. Ward Cluster Meeting Attendance 9<sup>th</sup> July update from Cllr who attended – Cllr Flint to attend rescheduled date 16<sup>th</sup> July
9. Consultations
  - i.MBC planning Validation Checklist changes
    - Local Validation Requirements (2024 Review) – closes 28<sup>th</sup> July – circulated and noted
  - ii.KCC Budget Consultation 2025-26- closes 7<sup>th</sup> August – circulated and noted

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10. To consider and agree recommendations form Committee/Working Groups –

I Event Committee (Jubilee)

- i. To consider holding a free boot fair event
- ii To consider holding Carols on the green

Action: To carry over to the next meeting
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II Working Groups

i Communications – update circulated

Action: Cllrs to send comments to Cllr Gammon on webpage redesign
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Action: The Clerk to investigate plastic boxes to be attached to notice boards to hold newsletters
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Action: To approve Newsletter at the next meeting
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ii Climate Change – no update

iii Open Spaces -

The Parish Council resolved to combine the Climate Change and Open Spaces Working Groups
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Action: The Clerk to set agenda and date for first combined meeting and terms of reference to be agreed
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iv Memorial Garden – working group still to meet, first item on the agenda to agree terms of reference

11. To consider grant request from We are Beams

Action: The Clerk to request statistical local data and to carry forward as an agenda item at the next meeting
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12. Planning

Recommendations to be made on

i)24/501996/FULL Orchard Place Heniker Lane Sutton Valence Maidstone

Kent ME17 3E Change of use of the land to provide a recreational caravan site for 5 plots with associated works to provide an internal access track and caravan hardstandings (part retrospective revised scheme to 19/501858/FULL

The Parish Council resolved no comment on this planning application
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13 . Finance

I. Authorisation of payments

II. Bank Balances

Unity £103,605.74

Nationwide £85,498.65

III. i. The following income was noted April

Car Park	192.00	Permits
Allotment	50.00	Deposit
East Sutton PC	39.00	Room Rent
Maidstone Borough Council	75,365.00	Precept
Maidstone Borough Council	3,221.07	CIL Appleacres
Nationwide	154.03	Interest

ii. The following income was noted May

Sutton Valence Tennis Club	438.00	Hire agreement
Car Park	192.00	Permits
East Sutton PC	39.00	Room Rent
Allotment	34.00	Fee
Maidstone Borough Council	2,546.37	PSSGRANT1ST2425c
Nationwide	159.46	Interest

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IV. Expenditure

i. The following expenditure was ratified April

Tailored Autowealth	13.20	Pension Admin
XLN (Daisy)	118.54	Phone / Broadband
Lloyds	259.35	Microsoft Office 365 12.36, Lloyds monthly fee 3.00, SLCC yearly membership 238.00, MBC nondomestic rates 5.99
T Cowen	50.00	Repair Fields in trust signage Bowhalls
Castle Water	5.99	Bowhalls Allotments
M Lay	50.00	Allotment deposit refund
Community Heartbeat	68.34	Defib pads
Greenbarnes	1,817.88	Noticeboard on the green (KCC members grant £700.00)
Greenbarnes	300.00	Posts for notice board (Warmlake)
Prime One Maintenance	520.38	Routine fix of street light
T Cowen	150.00	Notice board installation at the green
Maidstone Borough Council	10.00	Carbon literacy cert L Flint
Maidstone Borough Council	10.00	Carbon literacy cert S Annereau
Maidstone Borough Council	10.00	Carbon literacy cert M Dawber
Rialtas	198.00	Asset inventory Software support & maintenance
SV Village Hall	1,185.66	Room Rent
P Waring	10,603.32	works schedule
Rialtas	230.40	Alpha Software support and maintenance
Rialtas	230.40	Allotment software support & maintenance
J Goodsell	212.50	Cleaning of Public toilet
Staff Costs	2,764.89	Pension, HMRC Clerk Salary

ii The following expenditure was ratified May

Tailored Autowealth	13.20	Pension Admin
XLN / Daisy	119.07	Phone
Lloyds	15.36	Microsoft Office 365 12.36, Lloyds monthly fee 3.00
D Hunt	24.00	Postcreate to fix allotment post at the Harbour
Drax	12.82	Streetlights
KALC	772.72	Yearly subscription
Hugofox	35.99	Website
L Robins	140.00	Internal auditor
Castle Water	8.44	The Harbour Allotments
Dignet Solutions	225.11	Photocopier
Staff costs	2,764.89	Pension, HMRC, Clerk Salary

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ii The following expenditure was agreed

SV Village hall	1,175.49	Room rent July, August, Sept plus PA system for Parish assembly
T Scott	227.00	Steps repair Tumblers Hill
Plane and Simple	304.98	Fence in playground
E Hull	24.99	A4 paper
Hugofox	35.99	Website

V. Bank Reconciliation approved and signed

14. Recreation and Open Spaces

I. War Memorial Play Area and field

i. Weekly inspections – update given

ii. Yearly inspections - to be arranged

iii. Plaque for Oak trees – update given

Action: The Clerk to contact parishioner who donated the oak trees
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iv. To consider amendments to Football pitch agreement -

The Parish Council resolved to agree the amendments
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Action: The Clerk to send out hire agreements
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v. To consider request from MPE football club regarding use of container

The Parish Council resolved to decline the request due to current health and safety issues identified
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II. Car Park

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

Action: The Clerk to investigate options and to bring back to the next meeting, including the process of applying for a permit
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III. Harbour Play Area and field

Weekly inspection – update circulated

Action: The Clerk to purchase bolts and fixings for repair works and to organise cleaning of equipment
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ii. Yearly inspection – to be arranged

IV. Open Spaces

i. Platinum Meadow – update given

ii. To consider request for a memorial bench at Bowhalls

The Parish Council agreed to a memorial bench to be situated at Bowhalls
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Action: The Clerk to request a picture and location
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i. Allotment – Bowhalls currently four vacant plots, and four new tenants. The Harbour no vacant plots. There are fifteen possible new plot holders on the waiting list.

Action: The Clerk to send out inspection letters next week
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15. Roads and Transport

I. Roads

i. To Consider setting up a traffic / road working group

ii. 20 is plenty

iii. Highways Improvement Plan (HIP) – no update

iv. Speed Watch Training – 24<sup>th</sup> June – an update was given from Cllrs who attended

v. Water main works Tiden Rd, Headcorn – an update was given from Cllr who attended

- vi. To consider Remembrance Service Road Closure request

Action: The Clerk to obtain road closure for the event

II. Public Transport

Meeting to be closed to members of the public for items 16i and ii

16. The following quotes to be considered

- i. Painting of Yellow lines – Village Hall – Following the withdrawal of the previous quote, to reconsider and agree any further quotes. If no further quotes received at time of meeting, then the Parish Council is asked to agree delegated authority for the parish clerk to approve work up to the sum of £400 to ensure timely procurement.

As no other quotes received in time for the meeting, The Parish Council resolved for the Clerk to have delegated authority to the sum of £400 to action the work

- ii. Printing of Parish Newsletter compared to printing in house

The Parish Council compared the quotes received against the printing of the newsletter in house, and resolved to go with quote three from Stationery Express

17. Police

18. Correspondence

- i. To note Clerks response to correspondence received with regards to the recent Fair – were noted

19. Village Hall – items to be raised by PC representative

20. Agenda items for next meeting

To review printer and phone contracts

To consider assistance for The Clerk

To add matters arising as a standard agenda item

21. Date of next meeting

Meeting Closed 21.51

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 -meeting 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