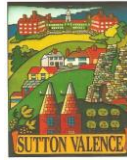


# SUTTON VALENCE PARISH COUNCIL



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*From the Clerk:*

Mrs Janet Burnett

The Parish Office

Sutton Valence Village Hall

Sutton Valence

Maidstone

Kent ME17 3HS

Notice is hereby given of the Annual Meeting of the Parish Council to be held at the Village Hall on Wednesday May 11th 2022 at 7:00pm when the following business is proposed to be transacted:

1. Apologies for absence
2. **Election of Chairman and Vice chairman**
  - I. Declarations of acceptance to be signed.
3. Declaration of Lobbying
  - I. Declaration of Changes to the Register of Interests
  - II. Declaration of Interest in items on the Agenda
  - III. Requests for Dispensation
4. **Election of representatives to outside bodies:**
  - I. C.A.B.
  - II. Village Hall Representative
  - III. KALC Representative
  - IV. JPG Representatives
  - V. Police Representative
5. **Declaration of Pecuniary Interest Forms**
6. **Committees** Membership of the Staffing Committee to be agreed upon
7. Membership of the following working groups to be agreed upon: Pavilion refurbishment, Allotments, Climate Change, Platinum Meadow
8. Timetable of policy reviews to be agreed
9. Risk Assessment to be reviewed and approved
10. Debating rules
11. Approval of the use of a variable direct debit for utilities and staff costs to be renewed by resolution of the Council.
12. Minutes of the meeting held 14<sup>th</sup> April 2022 to be agreed and signed
13. Matters Arising from the Minutes not covered under other headings
14. Resignation of Cllr L Cook
15. Members Basic allowance scheme to be considered
16. To consider the following policies / terms of reference
  - I. Lone working policy to be amended to ensure staff safety. Members of the public will not be admitted without a pre-arranged appointment. amended policy to be approved
  - II. Climate Change Policy to be approved
  - III. Climate Change Terms of Reference to be approved
  - IV. Updated Standing Orders and Financial Regulations to be approved by resolution of the Parish Council
17. Membership of the Rural Market Town Group (RMTG) of the Rural Services Network to be considered
18. Consultations
  - I. KCC– Communities Project
19. Quiet Lanes and 20 is plenty – to be considered
20. Parish Council housing survey
21. Emergency Plan
22. Memorial Garden
  - I. Proposal for QHOF to take on this project in conjunction with Sutton Valence, Chart Sutton and East Sutton Parish Councils
23. KALC / NALC
  - I. NALC letter to smaller Councils.
  - II. Civility and respect project
24. Training
25. Working Groups / Committees
  - I. Climate Change working group
  - II. Platinum Meadow Scheme – quote for vehicular access to be considered

26. Planning:  
Ratification of a no comment recommendation to be made on  
22/501704/FULL 1 Boyton Court Cottages Boyton Court Road ME17 3EG Replacement of existing dormer with new dormer, including full height double door set and balcony with glass balustrade.
27. Finance
  - I. Signatories on Unity and Nationwide
  - II. Authorisation of payments
  - III. Income
  - IV. Expenditure
  - V. Internal audit report
  - VI. External Audit report 2020/21 to be reconsidered
  - VIII. External Audit 2021/22 - Annual Governance and Accountability Return.
    - i. The Parish Council to review the effectiveness of the system of internal control and:
    - ii. The Parish Council to consider The Accounting statements 2021/22 and:
    - iii. Notice of the period for the exercise of public rights
  - VIII. 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 2022/23
28. Recreation and Open Spaces
  - I. War Memorial Play Area and Field
    - i. Tennis court agreement to be approved
    - ii. Weekly inspections
    - iii. 2022-2023 Grass cutting and maintenance schedule to be approved.
    - iv. Annual Play area inspection completed – report to follow
  - II. Car park
    - i. Exit barrier
    - ii. Pedestrians crossing signage
  - III. Pavilion
    - i. Sale of the pavilion
  - IV. Harbour Play area and field
    - i. Weekly inspections
    - ii. Annual Play area inspection – report to follow.
  - VII. Open Spaces
    - I. Extension of Conservation Area ongoing.
    - II. Platinum Meadow
29. Roads and Transport
  - I. Roads – Correspondence received
  - II. Fire hydrant initiative project – ongoing
  - III. Parking Survey in the Village
  - IV. Public transport
  - V. Damage to ragstone Footpath in the High Street
  - VI. Tumblers Hill Signage
30. Lighting – Several lights reported
31. Allotments
32. Police
33. Village Hall
34. Agenda items for next meeting
35. Date of next meeting: 8/6/22

