

SUTTON VALENCE PARISH COUNCIL

Date:	Thursday April 14th at 6.45pm
Venue:	Sutton Valence Village Hall
Present:	CLLrs: Eve Poulter (Chair), Gary Ward, Claire Dennard, Derek Eagle, Lesley Flint, Giri Ramachandran, Gary Williams Parish Clerk: Janet Burnett Cllr Lottie Parfitt-Reid One member of the public

Opening statement

The Chairman asked if anyone was recording

Submission from County Councillor – Lottie Parfitt-Reid reported on: help for Ukraine, highways, funding of public transport.

No questions or comments from members of the public.

Carless and Adams Architects gave a presentation on - Application No: 21/506642/FULL Proposal: Erection of a care village in Sutton Valence.

1. Apologies previously received from: Emma Hull and Cllrs: Lorraine Cook and Wendy Young.
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 9th March were agreed, signed and dated by the Chairman.
4. Disqualification of Councillor Carole Hunt due to non-attendance was noted. Notice of casual vacancy has been advertised.
5. APA 26/4/22 – organisations to be invited. Wine and nibbles to be available.
6. Local Boundary Review was discussed.
7. 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 brought back to the next meeting.**
 - II. Climate Change Policy - **to be carried forward to the next meeting.**
 - III. Climate Change Terms of Reference - **to be carried forward to the next meeting.**
8. Microsoft 365 and software packages.
 - I. Rialtas Fixed Assets
 - II. Quote for 365 applications
 - III. Quote 365 Migration

Having considered the above packages, the Parish Council resolved to accept the Rialtas Fixed Assets system.
9. Consultations
 - I. DHA Planning proposed development at Haven Farm public consultation 7/4/22 - 4.30pm – 7.30pm.
 - II. KCC Enforcing moving traffic offences: Traffic Management Act 2004 – response due by 9/5/22.
 - III. KCC tree establishment strategy 2022 – 2032 circulated - response due by 2/5/2022.
 - IV. Maidstone Borough in Bloom competition which opens Thursday 21 April.
 - V. Help for Ukraine – Information.
 - VI. NALC Smaller Councils Committee.
 - VII. KCC - Council Strategy 2022-2026.

Action: Cllrs to read and respond.
10. Local plan has been submitted.

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11. Quiet Lanes and 20 is plenty – **to be carried forward to the next meeting.**
12. Parish Council housing survey.

Action: The Clerk to contact MBC to progress this.

13. Emergency Plan - **to be carried forward to next meeting.**

14. Memorial Garden

- I. Proposal for QHOF to take on this project in conjunction with Sutton Valence, Chart Sutton and East Sutton Parish Councils – **to be carried forward to next meeting.**

15. KALC / NALC

- I. Cllr Poulter reported on KALC meeting held on 28/3/22.
- II. NALC letter to smaller Councils.

To be read by Councillors and responded to.

- III. Civility and respect project.
- IV. Draft quarterly Parish Liaison minutes circulated.
- V. NALC Council star awards.

16. Training

- I. KALC bite size training courses circulated.
- II. An introduction to local councils £14.00 Cllr Flint.
- III. Fighting climate change 25/5/22.
- IV. Cllr Flint reported on dynamic councillor training on 24/3/22 and working together to make communities safer 30/3/22.

17. Working Groups / Committees

- I. Climate Change working group reported on their recent meeting.

Action: Clerk to get a quote for a thermal gun.

- II. Platinum Meadow Scheme

The Parish Council resolved to set up a working group for the platinum meadow scheme to be considered and for Cllrs Poulter and Ward to become members.

18. Planning

- I. Recommendation made on:
22/501588/FULL - 8 The Oaks, ME17 3GJ - Erection of a single storey rear extension with a balcony above.

The Parish Council resolved not to comment on this application.

- II. To ratify the recommendation of refusal and go to committee on the following application:
21/506642/FULL Land at Forsham House Forsham Lane ME17 3EW
Erection of a care village comprising a 87no. bed care home and 13no. assisted living apartments with associated car parking and landscaping and amended access to Forsham Lane – revised.

The recommendation of refuse and go to committee was ratified.

19. Finance

- I. Signatories on Unity and Nationwide were updated.

- II. Bank Balances

Unity: 12887.60
Nationwide 83140.42

- III. The following items of income were noted

Nationwide	3.53	Interest
Parishioners	48.00	Car park permits
ESPC	39.00	Room rent
Allotment holders	1199.50	Rents

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IV. Expenditure

i. Ratified at this meeting

Legal & General	290.18	Pensions
Drax	246.59	Street lighting
Tailored Auto	13.20	Pension admin
Staff salaries	2564.75	
E Poulter	180.00	Chairman’s allowance
Unity	3.90	Charges
XLN	60.53	Telephone
Castle Water	19.27	On account
Corona Energy	16.75	Pavilion
Corona Energy	18.21	Pavilion – last month
Lloyds Credit charge	53.29	Microsoft 11.28, charges 3.00, Eventbrite – 38.93working together to make communities safer
Hugo fox	35.99	Website

ii. Agreed at this meeting

MSC	80.00	e mail issues
T Cowen	45.00	Maintenance
P Waring	8062.74	Maintenance and grass cutting
KALC	697.34	Subscription
Village Hall	367.60	Room Rent
HMRC	781.18	Paye month 12

V. Bank Reconciliation – circulated.

VI. Performance against budget – Circulated.

The Parish Council resolved to move the overspends and underspends on budget headings to and from general reserve.

VII. Internal audit taking place 21/4/22.

VIII. External audit.

20. Recreation and Open Spaces

I. War Memorial Play Area and Field

i. Weekly inspections okay. Monthly not available.

Toddler swing fence repairs – quotes:

Option 1

- To remove old posts base from ground and install two new prepared treated round top 100 x 100mm posts, fully excavated and concreted in place and attach original palisade fence panel. There is a high possibility that this palisade panel may fail when removing it from the old posts.

Total cost to carry out the above £ 211.86 Vat £42.33 Total £254.01

Option 2

- To remove old posts base from ground and install two new prepared treated round top 100 x 100mm posts, fully excavated and concreted in place. To make a new palisade fence panel in the same style and attach, all material will then match.

Total cost to carry out the above £ 333.53 Vat £66.70 Total £400.23

The Parish Council resolved to go with option 2.

ii. 2022-2023 Grass cutting and maintenance schedule given to Cllr Ward to look at – **to be brought back to next meeting for approval.**

iii. Annual Play area inspection completed – report to follow.

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- II. Car park
 - i. Exit barrier – to be repaired.
 - ii. Pedestrians crossing signage purchased and installed, awaiting response from KCC on sign painting.

III. Pavilion

- i. To consider whether to retain power supply to the pavilion. Small charge to disconnect power from box and standing charge to be continued at 8.67 a month or complete removal will incur a much larger cost for removal and reinstatement.

The Parish Council resolved that the power supply be retained, and the standing order charge be paid monthly.

- ii. Sale of the pavilion ongoing.
- iii. Email from parishioner discussed.
- iv. The Clerk has contacted the businesses that donated monies for the pavilion refurbishment, explaining that this was now a re-build project and would they like their donation back. All of them wish the monies to be ringfenced for the pavilion re-build.

IV. Football

V. Harbour Play area and field

- i. Weekly inspections okay, monthly not available.
- ii. Annual Play area inspection – report to follow.
- iii. ply board blown from garage roof now being used as ramp over fence to the play area reported to Golding Homes.
- iv. sign on the gate to play area loose preventing gate to close automatically – repaired.

VII. Open Spaces

I. Extension of Conservation Area ongoing.

II. Platinum Meadow:

- i. MBC tree initiative

The Clerk has responded to MBC and is awaiting the draft agreement which should be ready 8/4/22.

- ii. To consider access to the field via a gate – approved.
- iii. Fields in Trust.

Action: Clerk to contact Fields in Trust to ascertain whether they wish to take this area on.

- iv. Green Canopy.

Cllr Poulter to progress.

- v. Tree Survey ongoing – parish online to be used.

21. Roads and Transport

- I. Roads.
- II. Fire hydrant initiative project – ongoing.
- III. Parking Survey in the Village.
- IV. Public transport.
 - i. Email circulated regarding the consultation on the 59 bus service and petition.
 - ii. East of Maidstone Transport Group- 28th March - update from Cllrs who attended.
- V. Damage to ragstone Footpath in the High Street – Cllr Dennard reported.

Action: to be carried forward to next meeting.

- VI. Tumblers Hill – KCC signage has been approved.

22. Lighting – Several lights reported.

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23. Allotments - SVPC have been given free water containers which will be placed on each allotment plot.

Action: Cllr Ward to progress.

24. Police

I. Crimes reported not available.

25. Correspondence – all circulated.

26. Village Hall

I. Flooring in committee room and hallway raised with The Chairman of the Village Hall.

27. Agenda items for next meeting.

28. Date of next meeting: 11/5/22

Meeting closed 10.00

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