



SUTTON VALENCE PARISH COUNCIL

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Minutes of the ordinary meeting of the Parish Council held at Sutton Valence Village Hall on Wednesday 17 June
2026 from 7:00pm to 9:30pm

Members present: Cllr S. Annereau (Chairman), Cllr M. Flint (Vice-Chair), Cllr A. Castle, Cllr M. Gammon, Cllr D. Atkinson, Cllr I. Walker, Cllr L. Castle

84/26 – Opening Statement

The Chair opened the meeting and asked if anyone was recording. One attendee confirmed they were.

85/26 – Apologies for Absence

No apologies were recorded.

86/26 – Declarations of Interest

No declarations were made.

87/26 – Submissions

No reports were received from Police, Community Warden, County or Borough Councillors.

88/26 – Public Participation

A member of the public raised concerns regarding the South Lane development. NOTED: The amended application appears later under Planning.

89/26 – Minutes of the Previous Meeting

The minutes of the meeting held on 13 May 2026 were approved.

RESOLVED: Minutes approved.

90/26 – Appointment of Responsible Financial Officer (RFO)

The Chair explained that an Acting RFO was required to sign the AGAR. Cllr Leighton Castle volunteered.

RESOLVED: Cllr Leighton Castle appointed Acting RFO for AGAR purposes.

91/26 – Annual Governance and Accountability Return (AGAR)

a. Accounting Statements

The Accounting Statements prepared by the former Clerk were reviewed.

RESOLVED: Acting RFO signed the Accounting Statements. The Chair also signed as required.

b. Internal Auditor's Report

The report was reviewed.

c. Annual Governance Statement

The Chair read each statement aloud, and documented.

RESOLVED: Annual Governance Statement approved and signed.

d. Approval of Accounting Statements 2025/26

RESOLVED: Accounting Statements approved.

ACTION: Chair to submit AGAR to the external auditors

92/26 – Memorial Playground

ACTIONS

- Cllr Alex Castle to provide contractor requirements list.
- Notices to be issued regarding closure.
- Key arrangements to be confirmed once the fair departs.

93/26 – Harbour Water Project

The draft Grant Agreement was discussed.

RESOLVED: Item deferred to July meeting.

ACTIONS:

- Cllr Alex Castle to send holding response to grant provider.
- Chair to review agreement in detail.

94/26 – Finance

Receipts and payments were ratified

95/26 – Planning

- a. [26/501854/FULL](#) - Demolition of extension and erection of single storey rear extension, porch and changes to fenestration. Forum Cottage, Chartway Street.

Resolved: No Comment to be submitted

- b. [26/501863/FULL](#) – Demolition of existing extension and part of party wall. Erection of rear extension and addition of porch. Montague Cottage, Chartway Street.

Resolved: No comment to be submitted

- c. [25/505124/OUT](#) – Revisions to outline planning application (with all matters reserved except for access) for the erection of up to 41No. residential dwellings including affordable housing.

Resolved: Cllr Annereau to comment reiterating previous concern raised by council

- d. [26/501614/FULL](#) - Demolition of existing rear porch and erection of a single storey rear extension. 4 Oast Gardens.

Resolved: No comment

- e. [26/501350/FULL](#) – Excavation of front garden to create new access and driveway including of new retaining wall and steps. 11 South Bank

Resolved: No comment

96/26 – Staffing

Resolved: Council resolved to engage locum supplier.

97/26 - Memorial Garden

Resolved: Working Group to be formed to identify project plan and actions

98/26 – Councillor Reports

No additional reports recorded.

99/26 – Date of Next Meeting : Wednesday 8 July 2026