

SUTTON VALENCE PARISH COUNCIL

Date:	Thursday 16 th January 2020 at 7pm
Venue:	Committee Room, Sutton Valence Village Hall
Present:	CLRs: Eve Poulter (Chair), Lorraine Cook, Carole Hunt, Peter Murray and Maurice Stancombe Cllr Wendy Young Parish Clerk: Janet Burnett

A prayer preceded the meeting

The Chairman asked if anyone was recording

Submission from Public, Police, Community Support Warden, County or Borough Councillors

Cllr Wendy Young updated the meeting on MBC matters

1. Apologies for absence previously received from CLRs: Derek Eagle, Tina Oakley, Gary Ward and Eric Hotson
2. Declaration of lobbying – Cllr Stancombe declared that he had been lobbied on 19.1.2
 - 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 meetings held 12th and 30th December 2019 and 9th January 2020 were agreed and signed.
4. No matters arising from the minutes not covered under other headings
5. Financial Regulations to be forwarded during the month
6. Future of the Jubilee was discussed

It was resolved that the working group be restricted to the coffee morning and the Christmas parcels.

7. General Powers of Competence was discussed

Action: CLRs to look at Local Council Award website during the month

8. Death of a senior royal protocol:

It was resolved that this apply to all Senior Royals.

Action: Clerk to circulate the Policy during the month. To be placed on the next agenda.

9. Policies to be reviewed:

- I. Street naming policy

The Parish Council resolved to approve this policy

- II. Password policy to be carried forward

- III. Grant policy to be re-circulated

10. Date of Annual Parish Assembly set as Tuesday 5/5/20 at 7.30pm

11. Accounting Software – ongoing

12. Office Door – being completed w/c 26/1/20

13. *Personnel and Training*

14. KALC / NALC

- I. Parish Liaison meeting – Cllr Poulter reported

15. Website – Ongoing

16. No Consultations previously circulated to be completed:

17. Data Protection

- I. Cloud document share – Share point £9.40 per month for the Clerk and £3.80 per month for Councillors.

All CLRs to check if they have Office 365

- II. Impact assessment - Clerk to do and circulate.

18. Local Development Framework

- I. Neighbourhood Plan – Proposals brought forward from the Neighbourhood Planning meeting held 13/1/2020:

- i. *The Big Question 2 was approved by the Steering Group and has been brought forward to the Parish Council for approval to the Parish Council. These will be hand delivered except for those houses that aren't accessible by foot, which will be posted.*

The Parish Council resolved to approve the Questionnaire

- ii. Vision Statement and Objectives was approved by the Steering Group and has been brought forward to the Parish Council for approval.

The Parish Council resolved to approve the Vision Statement

- iii. *Consultancy Support needed see appendix a:*

The Parish Council resolved to approve the Consultancy Brief

Action requested: Clerk to obtain three quotes.

19. Planning

- I. Recommendation made on the following:

- i. 19/506386/FULL Land at Sapphire Kennels Headcorn Road ME17 3EH
Demolition of existing buildings and erection of 9no. dwellings and associated parking, hardstanding, landscaping and area of ecological enhancement, infrastructure and earthworks and creation of a new priority junction with the A274 Headcorn Road.

The Parish Council resolved to refuse this application on the grounds that Maidstone Borough has its housing numbers. However should the planners see fit to approve this application the Parish Council would like to see the 40mph extended to encompass this development

- ii. 19/506371/REM Nemorosa Maidstone Road ME17 3LS
Approval of reserved matters (access, appearance, landscaping, layout and scale being sought) for the erection of a single dwelling, following outline planning permission 19/502346/OUT.

Recommendation: The Parish council resolved that this application be refused. There was not enough information on materials to be used or landscaping. They have also noted that on the CIL form the applicant has declared under section 3 'Reserved Matters' that the application relates to details or reserved matters on an existing permission that was granted prior to the introduction of the CIL charge in the relevant local authority area. This application was granted on 5/7/2019

- II. **Enforcement** – nothing to report

20. **Finance**

- I. Correspondence
Unity Trust Bank – details of changes to charges.
- II. Change of signatures - ongoing
- III. Authorisation of payments – Cllrs Poulter and Cook
- IV. Bank Balances

Unity	28391.68
Nationwide	67956.80

- V. The following items of income were noted:

ESPC	39.00	Rent
Allotment	130.00	Rent & Deposit
MPE	100.00	Football rent
Lime	342.26	Christmas parcels

VI. Expenditure

The following payments were ratified:

J Burnett	1634.83	Salary December
E Poulter	180.00	Chairman's allowance
British Gas	20.02	Pavilion
1 & 1 Internet	11.99	NP website
Lloyds Bank	3.00	Charges
XLN	73.13	Telephone
Unity	31.05	Charges

The following payments were agreed:

Village Hall	342.91	Rent January 2020
HMRC	550.23	Paye month 9
Haven Power	261.85	December street light power
J Burnett	342.26	Christmas parcels
Craigdene Ltd	95.00	Harbour play area – Annual Inspection

VII. Bank Reconciliation approved.

VIII. Performance against budget not available

IX. Draft Budget for 2020/21 was considered and following a lengthy discussion:

The Parish Council resolved to approve the draft budget

X. Precept was discussed and after a lengthy discussion:

The Parish Council resolved to set the Precept at 59080.00. This is an increase of 11.92% which will lead to an increase of 8.57 per annum for the current band D charge

21. **Recreation**

I. War Memorial Play Area and Field

i. Weekly inspection – nothing to report

Monthly report – fence posts rotten at bottom.

Annual Play Inspection – Awaiting detailed invoice

New Barrier – going in place w/c 19/1/20

II. Car Park

i. New solar light trial - ongoing

I. Football

II. Pavilion

III. Tennis – report received – Clerk to analyse and report at the next meeting

IV. Harbour Play area and field

Clerk met with representative re trees for The Harbour. They need to be planted sometime in January – work party needed and the access to the tree line needs to be cleared, Cllr Ward has offered to do this.

Weekly inspection – nothing to report

Monthly report – nothing to report

Annual report completed –

V. Open Spaces

TPO on trees adjacent to footpath - precautionary TPO has been progressed.

i. Extension of Conservation Area – Ongoing

ii. Trees outside of Village Hall – Has been completed

VI. Public Rights of Way

22. **Roads and Transport including lighting**

I. Various maintenance issues reported

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- II. Correspondence - Request from Parishioner that better signage be placed in South Bank. This will take place in 6 to 8 weeks time.
- III. Public Transport – East of Maidstone Transport Group meeting to be held 20/1/2020.
Bus stops by the Village Hall – Ongoing.
- IV. Lighting
 - i. Request from parishioner that a new light be placed in South Lane where the telephone box used to be.
 - ii. Upgrade lighting to LED to be considered

The Parish Council requested that the Clerk obtain 3 quotes on a total upgrade and look into a Public Works Loan.

23. *Communication*

Newsletter

24. *Sub-Committees and Working Groups*

24.1 *Allotments*

24.2 *Jubilee*

Christmas hampers were delivered. Thanks to a parishioner for donating the monies for these. Numerous thank you cards, letters and emails were received.

Carols on the Green 13/12/19 at 6.30pm

25. *Police*

Crime figures

November 2019 – 17

21. *Correspondence*

I. *Requiring action / response*

Heart of Kent Hospice – request for donation. Last year 24 parishioners used their services

Action: To be carried forward

CPRE – request for donation towards brown field first policy - £100.00

Action: To be carried forward

email from S V Primary School regarding a grant towards solar panels on the roof of the School.

Action: To be carried forward

On Table

Fields in Trust – Fields notes Winter 2019

CPRE - Countryside Voices Winter 2019

22. *Village Hall –*

23. *Toilets* – Work needs to be completed on the toilet, electric quote received for £180.00 - ongoing

24 *Agenda items for next meeting* Street naming policy, password policy, grant policy.

27 *Date of next meeting: 6/2/20*

Meeting closed: 21.57

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 – Kent Association of Local Councils

SLCC – Society of Local Council Clerks

PPF - Police/Parish Forum

PEG – parish Enhancement Group

LLV – Landscape of Local Value