

## SUTTON VALENCE PARISH COUNCIL

|          |   |
|----------|---|
| Date:    | Thursday 12 <sup>th</sup> March 2020 at 7pm   |
| Venue:   | Committee Room, Sutton Valence Village Hall   |
| Present: | Cllrs: Eve Poulter (Chair), Gary Ward, Lorraine Cook, Derek Eagle, Peter Murray, Tina Oakley and Maurice Stancombe<br>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

- 1 Apologies for absence previously received from Cllr Carole Hunt
- 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 meetings held 6th February 2020 were agreed and signed.
4. No matters arising from the minutes not covered under other headings
5. Financial Regulations – to be carried forward
6. Pensions
 

Clerk has received certificate for the 3-year re-declaration of compliance in implementing a workplace pension.
7. General Powers of Competence circulated to be carried forward
8. Policies to be reviewed:
  - I. Password policy to be carried forward
9. Accounting Software – ongoing
10. Consultations.
 

Town and Parish Council Survey for Maidstone Borough Council Gypsy and Traveller Accommodation Assessment - completed

Proposed change to Five Acre Wood School, Boughton Lane, Maidstone ME15 9QF to increase the Designated Number from 465 to 580 places from September 2020

**The Parish Council resolved that the Clerk respond in support of the increase in numbers.**
11. A proposal for a fence and beech hedge outside of the Village Hall – Quote received from preferred contractor of £450.00 plus materials of £280.00. Grant form completed and approved. Cllr Ward can source beech trees for next planting season.
 

**The Parish Council resolved to approve this quote.**
12. KALC / NALC
  - I. Next KALC Maidstone meeting 17/2/2020 postponed until 2/3/20. Attendee reported.
13. Website – Ongoing
14. Data Protection
  - I. Cloud document share - £9.40 per month with everything for Clerk and £3.80 for other users with onedrive and sharepoint. 9 councillors and 1 clerk
 

**The Parish Council resolved to approve this and for the Clerk to proceed with this.**
  - II. Impact assessment - Clerk to do and circulate.
15. Local Development Framework
  - I. Neighbourhood Plan
    - i. Update

## SUTTON VALENCE PARISH COUNCIL

### 16. Planning

#### I. Recommendations made on the following:

- i. 20/500626/FULL Sunflower Cottage Maidstone Road ME17 3LS  
Removal of existing fence and shed and erection of garage with store.

**The Parish Council resolved that this application be refused but do not wish to go to Committee. The design, scale and location is still out of keeping with the character of the area.**

- ii. 20/500678/TPOA Mount House Lower Road Sutton Valence ME17 3BN  
TPO Application area of land adjacent to Mount House owned by Sutton Valence School (blanket TPO and also under conservation) T1 Fell Sycamore to ground T2 Fell previously pollarded to ground Causing significant damage to wall which is leaning towards road/footpath (photo's in sketch plan). Tree works are to allow for the wall to be made safe and re-built. To replace with trees more suitable to the size of the land and further away from boundary wall. To be discussed but slower growing smaller species (such as Acer Campestre) that will add value to the horizon line but stay medium sized at full maturity.

**The Parish Council resolved that this application be approved but do not wish to go to Committee.**

### 17. Finance

#### I. Correspondence

Lloyds Bank – changes to commercial card account  
Direct Debit form for Haven Power signed in accordance with the bank mandate.

#### II. Change of signatures – Cllrs Hunt and Ward almost complete. Cllrs Oakley and Murray now authorised signatories.

#### III. Authorisation of payments – Cllrs Poulter and Murray

#### IV. Bank Balances

|            |          |
|------------|----------|
| Unity      | 19070.27 |
| Nationwide | 68023.84 |

#### V. The following items of income were noted:

|            |        |                             |
|------------|--------|-----------------------------|
| ESPC       | 39.00  | Rent                        |
| Allotment  | 50.00  | Allotment deposit           |
| Car Park   | 192.00 | Permits                     |
| Nationwide | 32.41  | Interest                    |
| MBC        | 500.00 | Grant for fencing and hedge |

#### VI. Expenditure

The following payments were ratified:

|                   |         |                           |
|-------------------|---------|---------------------------|
| Lloyds Bank       | 317.76  | Stationery/email/armbands |
| J Burnett         | 1634.83 | Salary February           |
| Legal and general | 108.48  | Pension                   |
| British Gas       | 19.09   | Pavilion                  |
| Tailored Wealth   | 13.20   | Pension                   |
| XLN               | 73.13   | Telephone                 |

The following payments were agreed:

|              |        |                             |
|--------------|--------|-----------------------------|
| Village Hall | 342.91 | Rent March 2020             |
| HMRC         | 550.23 | Paye month 11               |
| Haven Power  | 244.42 | February street light power |
| G Ward       | 12.75  | Bowhalls padlock            |
| IOG          | 48.00  | Memership – M Cook          |

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|                   |        |                                  |
|-------------------|--------|----------------------------------|
| Kingswood Fencing | 240.00 | War Memorial playing field fence |
| MSC               | 35.00  | Laptop issues                    |
| Mainline          | 220.00 | Village Hall                     |
| Prime One         | 173.46 | Street Lighting March            |
| J Burnett         | 7.99   | Black arm bands                  |

Mainline approved last month for £210.00 payment not set up to go in on this payment run.

VII. Bank Reconciliation approved.

VIII. Performance against budget not available

### 18. Recreation

I. War Memorial Play Area and Field

i. Weekly inspection – nothing to report

Monthly report – fence posts rotten at bottom.

II. Car Park

i. New solar light trial ongoing one email of thanks, one asking if more can be put in.

III. Pavilion

IV. Tennis – report received and circulated – Clerk has asked for 3 quotes

V. Harbour Play area and field

Planting took place on 1/3/20. Letter of thanks to Rotary Club and John Davis

Weekly inspection – nothing to report

Monthly report – nothing to report

I. Open Spaces

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

ii. Extension of Conservation Area – Clerk reported on the update from MBC

iii. Trees outside of Village Hall completed. Date to be set for work party

II. Public Rights of Way – a PROW sign is preventing manure to be delivered to Bowhalls, the proposal is that the sign is either moved back a metre or relocated.

**The Parish Council resolved that the Clerk approach KCC PROW with this request.**

PROW between the Swan and the Old Bakery in Broad Street has been closed for six months to enable repairs to be carried out to a wall that is in danger of collapse.

### 19. Roads and Transport including lighting

I. Various maintenance issues reported

Email from parishioner complaining about the noise from the A274. Clerk has contacted highways and there are no plans to re-surface.

**Clerk instructed to email KCC**

II. Public Transport

East of Maidstone Transport Group – new 59 service timetables have arrived.

Bus stops by the Village Hall – Ongoing.

III. Lighting - Requested that the Clerk obtain 3 quotes on a total upgrade and look into a Public Works Loan to be carried forward

### 20. Sub-Committees and Working Groups

#### Allotments

### 21. Police

Next Police Liaison meeting to be held 2/4/20, 7pm at Maidstone Police Station. Any items for the agenda

Crime figures

January 2020 – 13

22. **Correspondence**

I. **Requiring action / response**

Five Acre Wood – request for donation. Ten pupils are from Sutton Valence

**The Parish Council resolved not to approve this request.**

Request for Parish Council to organise electric vehicle charging points

**Action – Clerk to investigate**

II. **On table**

Clerks and Councils Direct

23. **Village Hall** – Future of the management committee

24. **Jubilee**

25. **Toilets** – Work to be completed on the toilet next week

26. **Agenda items for next meeting** - ROADSIDE, Chartway Street – meeting with Highways

28. **Date of next meeting: 9/4/20**

**Meeting closed 21.12**

**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