

## SUTTON VALENCE PARISH COUNCIL MINUTES

<b>Date:</b>	Wednesday 14 <sup>th</sup> May at 7.00pm
<b>Venue:</b>	Committee Room, Sutton Valence Village Hall

The Chairman to ask if anyone is recording – no recording took place  
Submissions from County or Borough Councillors – no submissions received  
Questions and comments are invited from members of the public (limited to 15 minutes in total a maximum of 3 minutes per person) This is now when the public can ask questions, the Chairman may decide to refer any matters raised for further consideration.

40/25 **To record** those **present** and list any **apologies**

Those present: Councillors M Gammon, S Annereau, D Atkinson, I Walker, A Castle and L Castle, The Clerk E Hull and eight members of the public

Apologies: M Flint, L Flint and K Atkinson were accepted

41/25 **Election of Chairman and Vice Chairman**

Cllr A Castle proposed Cllr Gammon as Chairman, this was seconded by Cllr S Annereau and agreed by all. Cllr Gammon accepted. Cllr Gammon proposed Cllr S Annereau as Vice Chairman, this was seconded by Cllr L Castle and agreed by all. Cllr S Annereau accepted

A) Declarations of acceptance were signed

42/25 **To Declare any Disclosable Pecuniary Interests (DPI), other significant Interests (OSI's) or a Voluntary Interest relating to items on the agenda** Cllr Gammon declared an interest in items 48/25 D and 51/25 J

A resolution was made to move item 50/25 A) and B) up the agenda

50/25 **Planning**

Recommendations were made on

A) 25/501368/OUT Land Adjoining Homewell House Maidstone **Presentation from County Town Homes Ltd**

Outline planning application (with all matters reserved) for the erection of 6 no. new build homes with associated parking, landscaping and access via new vehicle crossover.

Standing Orders were suspended at 19.05 to allow the Developer to present

Standing Orders restarted at 20.00

The Parish Council resolved to object to this planning application

Action The Chairman to produce the objection for the Clerk to send to Maidstone Borough Council

B) 25/501590/FULL Dean Cottage Chart Road Sutton Valence Kent ME17 3AW

Erection of a first-floor rear extension, including balcony to second floor

The Parish Council resolved no comment on this application

43/25 Resignation from Cllr Lesley Flint was noted and accepted, the Chairman and Cllrs conveyed their thanks to Cllr L Flint

44/25 **To elect members of the HR Committee and agree the date of the first meeting**

I. Staffing Committee

The Parish Council resolved Cllrs L Castle, I Walker and D Atkinson as members.

The Committee to set a date a week from today to meet

**45/25 Election of representatives to outside bodies were greed**

- A) KALC (maximum of 2 people) -Cllr A Castle
- B) Village Hall Committee - Cllr I Walker
- C) The Suttons Charity – to defer to the next meeting

**46/25 To note and agree the Minutes of the previous meeting as follows**

- A) Minutes of the 9th April – Noted, agreed and signed

**47/25 Report Updates from**

- A) Clerks – was noted
- B) Annual Assembly working group –

Action Cllrs Annereau, Gammon, Castle and Walker to help chase attendance

Action The Clerk to obtain a quote from the printers for leaflets

**48/25 To note and adopt the following**

- A) Standing Orders –

The Parish Council resolved to adopt the Standing Orders

- B) Finance Regulations

The Parish Council resolved to adopt the Finance Regulations

- C) Delegated Powers

The Parish Council resolved to adopt the Delegated Powers

- D) Policy for permit car park –

The Parish Council resolved to defer this item

- E) To agree that all other policies and procedures will be reviewed during the next 5 months

The Parish Council resolved to agree to review over the next 5 months

**49/25 To consider/agree adopting the following Request for Agenda item form**

The Parish Council resolved to trial out the form

**50/25 Planning**

Recommendations to be made on

- A) 25/501368/OUT Land Adjoining Homewell House Maidstone **Presentation from County Town Homes Ltd**

Outline planning application (with all matters reserved) for the erection of 6 no. new build homes with associated parking, landscaping and access via new vehicle crossover.

See above, item brought to the top of the agenda

- B) 25/501590/FULL Dean Cottage Chart Road Sutton Valence Kent ME17 3AW

Erection of a first-floor rear extension, including balcony to second floor

See above, item brought to the top of the agenda

**51/25 Finance**

- A) Invoices (to consider/agree/ratify

1)The following were ratified

KALC	847.01	Yearly Subscription
Daisy (XLN)	63.64	Phone
Hugofox	35.99	Website
Tailored Auto	13.20	Pension Admin
Rialtas	243.60	Alpha Software
Rialtas	243.60	Allotment Software
Rialtas	208.80	Asset Inventory
SV Village Hall	1,178.96	Room Hire April, May, June, 3 June
Lloyds Credit card	405.96	SLCC 240.00, Co-op 4.50, Fields in Trust 65.00, Microsoft office 12.36, Amazon 59.44, Safety Signs4 less 14.96, Post Office Counters 6.70, Lloyds Monthly Fee 3.00

Drax	752.60	Streetlights Nov to Mar
Valda Energy	129.03	Streetlights April
Castle Water	6.26	Harbour Allotments
L Davies	31.00	Allotment overpayment
Cleaner	170.00	Public toilet cleaning
Unity Trust	6.00	Service Charge
Staff	2928.62	Costs

2) The following were agreed

QHOF	132.00	Banners X 2 for Fun day
S Waring	627.00	Harbour grass cutting
L Robins	175.00	Internal Audit
MSCS	100.00	IT related issues

B) Bank Balances

1) Unity Trust £144,446.22

2) Nationwide £ 87,126.49

C) Income was noted

Maidstone Borough Council	86,350.00	Precept
Allotment	164.00	Fees
Castle Water	367.99	Refund
Maidstone Borough Council	3,221.07	CIL
Allotment	100.00	Deposits

D) Expenditure

E) Bank Reconciliation was circulated and noted

F) To agree the purchase of a mobile phone and new laptop

The Parish Council resolved to agree the purchase of a mobile phone and laptop

G) To agree the two Cllrs that will review the accounts on a quarterly basis

The Parish Council resolved for Cllr L Castle and Cllr Walker to review the accounts

H) To agree the cost of a survey for the streetlights

The Parish Council resolved to agree the price of a survey at £412.80 plus VAT

I) To note and adopt the internal Audit report

The Parish Council resolved to note and adopt the internal Audit report

J) To agree the quote for securing the permit car park

The Parish Council resolved to agree quote three £585.00 plus VAT

Prior to being made operational a policy will be prepared

K) To agree the quote for grass cutting and maintenance for 2025/26

The Parish Council resolved to agree the current contractors quote; however a review will be undertaken for next year

52/25 Date of next meeting

Meeting Closed 21.54