

SUTTON VALENCE PARISH COUNCIL

Date:	Wednesday 11 th December at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Mel Flint, Lesley Flint, Mike Gammon, Alex Castle, Sally Annereau Parish Clerk: Emma Hull

Opening Statement was read out by The Chairman

The Chairman asked if anyone was recording no recording took place

Submissions from Police, Community Support Warden, County or Borough Councillors

Questions and comments are invited from members of the public (limited to 15 minutes in total a maximum of 3 minutes per person) This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns, or making comments on matters affecting Sutton Valence. As this is an information session only, no action can be taken, but the Chairman may decide to refer any matters raised for further consideration.

Ward Cllr Member Ziggy Trzebinski gave an update on Maidstone Borough Council matters

1. Apologies for absence - Cllr N Alsop were noted and accepted
2. Declaration of Lobbying - none
 - I. Declaration of Changes to the Register of Interests - none
 - II. Declaration of Interest in items on the Agenda Cllr M Gammon item 9 III. i and ii, Cllr M Flint item 16
- III. Requests for Dispensation - none
3. Cllr Co-option Vacancies - Three vacancies
4. Minutes of the meeting held on 20th November –amendments were made and agreed, to be signed at the meeting in January
5. 106 Money – update given
6. Cil Money - update given
7. Projects for 24/25 – update given
8. To consider and agree recommendations from Committee/Working Groups
 - I) Event Committee (Jubilee)
 - II) Working Groups
 - i Communications
 - I)Website layout – update online meeting arranged with Hugofox 12th December 7.45
 - II)Newsletter content and distribution – update given next newsletter to be distributed in January
 - III)To consider and agree parish survey - update given
 - ii Climate Change, Open Spaces
 - I) To consider suggested plan request for Four Oaks Wood, Hawkenbury – Cllr M Flint to send Parish response
 - II)Memorial Garden to consider renaming to reflection garden – to carry forward
 - III) Maintenance/Landscaping
 - i) Update on forecast min/max budget implications of employing lengthsmen/handyperson on a part time basis for 2025 – update given
 - ii) Tender process to seek competitive outsourced alternatives – update given

9. Recreation and Open Spaces

I. War Memorial Play Area and field

- i. Weekly inspections – The use of members grant £1000 for play equipment replacement and repairs was ratified
- ii. Yearly inspections – update to consider and agree recommendations from the report
The Parish Council resolved for the Clerk to obtain quotes for replacing rotting timber
- iii. To consider request from football club for new goal nets
The Parish Council resolved for the Clerk to obtain quotes for replacement goal nets
- iv. To consider and agree tennis hut repairs
The Parish Council resolved for the Clerk to obtain quotes for the repairs
- v. Oak tree plaque – To consider location for the plaque
Cllr L Flint to speak to Village Hall Committee regarding placing the plaque outside the hall entrance
- vi. To consider wooden bollard repairs / replacement
The Clerk to seek alternative options than wood
- vii. Container on War Memorial Playing Field - update
The Clerk to explore options of removal

II. Village Hall

- i) Lease - to carry forward
- ii) Vegetation and litter clearance – update given

III. Permit Car Park

Cllr Gammon left the meeting for this item

- i. To consider options to secure the permit car park

The Clerk to explore the use of transport community grant / chain with token option

- li Process to apply for a car park permit

The Parish Council resolved to agree a £10 charge on request of a replacement permit if lost/damaged

V. Harbour Play Area and field

- i. Weekly inspection –

The Clerk to arrange a volunteer to undertake visual weekly checks

- ii. Yearly inspection – update to consider and agree recommendations from the report – no very high risk or high risks or moderate risks on the report to consider

VI. Open Spaces

- i. Platinum Meadow – update given - virtual meeting scheduled with S Wilcken Biodiversity and Climate Change Manager Maidstone Borough Council for Friday 13th December at 10.30

- i) Independent Survey – to be arranged

ii. Allotments

- i) To agree a date for Allotment holders meeting – a date to be arranged after agreements have been sent out

- ii) ii) To review and agree costs of plots

The Parish Council resolved to agree the costs

- iii) Renumbering Plot – update given

- v) Revise the current allotment agreement to include deposit clause - update given

- ii. Spring / well repairs – no update

- iv. To consider repairs to steps at Lower Road – update given

- v. Bollard repair at Lower Road – Repairs were ratified £170.58

- vi. Steps leading down from the High Street to Lower Road – update given

- iii. To consider request for more streetlighting in South Lane – update given
- iiii. Emergency repair of damaged lantern on North Street - removal ratified £150.00

- viii. Repairs to steps at Bowhalls – to ratify emergency repair
- ix. To consider cutting back vegetation on the War Memorial

Action Clerk to arrange the cutting back of vegetation

10. Roads and Transport

I. Roads

- i. To Consider setting up a traffic / road working group
- ii. 20 is plenty

The Parish Council resolved to remove item i and ii from subsequent agendas

- iii. Highways Improvement Plan (HIP) – update given

The Parish Council resolved to add double yellow lines at Headcorn Road lay-by to the HIP

iii. To consider using cil money to purchase a speed indicator scheme (SIDS) – no update

- v. Speed Watch – Cllr L Flint gave an update
- vi. Remembrance Service – update Chairman to write and thank QHOF for marshalling the service

II. Public Transport - nothing to report

11. Police – nothing to report

12. Correspondence

13. Village Hall – items to be raised by PC representative – update given

14. Matters for Report – none

15. 2024-25 Community Transport Grant Scheme – circulated

16. Training –

- i) To consider and agree the payment of £84.00 KALC Cllr HR Training 31st October Cllr M Flint
- Cllr M Flint left the meeting for this item

The Parish Council resolved to pay from the training budget

17. Policies to be renewed / agreed

- I) To agree a date to reschedule the extra ordinary meeting - NALC model financial regulations

The Parish Council resolved to review the NALC model financial regulations in two parts at the meetings in January and February

- II) Press Policy

- III) Social Media

The Parish Council resolved to approve the above policies with an amendment to reflect not having an X account (formally twitter)

18. KALC –

- i) attendance at 77th Annual General meeting – Saturday 30th November – Cllr M Flint gave an update
- Meeting to be closed to members of the public for items 19,20,21

19. Clerks assistance

- i. To consider extending clerks assistance
- No proposal or decision made
- ii To consider temporary deputy / RFO role
- No proposal or decision made

20. Street Lighting Contract – update given

21. To consider quotes for allotment signage / tags - to carry forward

22. Planning

23. Finance

I. Authorisation of payments

II. Bank Balances

i)Unity £88,685.92

ii)Nationwide £86,431.87

III. The following income was noted

Maidstone Borough Council	2,546.37	PSS GRANT
MPE	300.00	Second payment of pitch hire
Nationwide	141.85	Interest

IV. i)The following expenditure was ratified

Tailored Auto wealth	13.20	Pension Admin
FGSPilcher	1,056.00	Car Park gully repair
Hugofox	35.99	Website
XLN (Daisy)	124.54	Phone
Drax	56.22	Streetlighting
Lloyds	46.34	Microsoft 12.36, Timpson Key cutting 18.00,amazon12.98 padlock Lloyds credit card monthly fee 3.00
Plane and Simple	120.00	Step repair at Bowhalls
Hags	73.87	Play area fixings
Wilson	300.00	Tree stump removal war memorial play area
Diginet Solutions	27.28	Copier charges
We are Beams	250.00	Donation
KALC	84.00	Clerk Conference
Royal British Legion	25.00	Wreath
Arbuthnot Latham	360.00	Yearly Playground inspections
Unity	6.00	Service Charge
Staff	2764.89	Costs
J Goodsell	127.50	Toilet cleaning
J Burnett	170.50	Clerks assistance

ii) The following expenditure was agreed at this meeting

M Dawber	50.00	Allotment deposit refund
----------	-------	--------------------------

V. Bank Reconciliation – circulated and agreed

VI. Budget Setting- an extra ordinary meeting to be held Wednesday 18th December 7.00 to commence the budget setting

VII. To review printer and phone contracts –carried forward

VIII. To note training budget to date – circulated and noted

24. Agenda items for next meeting

25. Date of next meeting Wednesday 8th January 2025

Meeting Closed 21.56