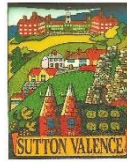


SUTTON VALENCE PARISH COUNCIL



E-mail: clerk@suttonvalence.org.uk

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From the Clerk:

Mrs Emma Hull
The Parish Office
Sutton Valence Village Hall
Sutton Valence
Maidstone
Kent ME17 3HS

Notice is hereby given of a meeting of the Parish Council to be held in the Committee Room at the Village Hall on Wednesday 11th December 2024 at 7.00pm when the following business is proposed to be transacted

Opening Statement The Chairman to ask if anyone is recording

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.

1. Apologies for absence
2. Declaration of Lobbying
 - I. Declaration of Changes to the Register of Interests
 - II. Declaration of Interest in items on the Agenda
- III. Requests for Dispensation
3. Cllr Co-option Vacancies
4. Minutes of the meeting held on 20th November to be agreed and signed
5. 106 Money
6. Cil Money
7. Projects for 24/25
8. To consider and agree recommendations from Committee/Working Groups
 - I) Event Committee (Jubilee)
 - II) Working Groups
 - i Communications
 - I)Website layout – update
 - II)Newsletter content and distribution – update
 - III)To consider and agree parish survey
 - ii Climate Change, Open Spaces
 - I) To consider suggested plan request for Four Oaks Wood, Hawkenbury
 - II)Memorial Garden to consider renaming to reflection garden
 - III) Maintenance/Landscaping
 - i) Update on forecast min/max budget implications of employing lengthsman/handyperson on a part time basis for 2025
 - ii) Tender process to seek competitive outsourced alternatives
9. Recreation and Open Spaces
 - I. War Memorial Play Area and field
 - i. Weekly inspections – to ratify the use of members grant for play equipment replacement and repairs
 - ii. Yearly inspections – update to consider and agree recommendations from the report
 - iii. To consider request from football club for new goal nets

- iv. To consider and agree tennis hut repairs
- v. Oak tree plaque – To consider location for the plaque
- vi. To consider wooden bollard repairs / replacement
- vii. Container on War Memorial Playing Field - update
- II. Village Hall
 - i) Lease
 - ii) Vegetation and litter clearance – update
- III. Permit Car Park
 - i. To consider options to secure the permit car park
 - ii. Process to apply for a car park permit
- V. Harbour Play Area and field
 - i. Weekly inspection - update
 - ii. Yearly inspection – update to consider and agree recommendations from the report
- VI. Open Spaces
 - i. Platinum Meadow
 - i) Independent Survey –Update
 - ii. Allotments
 - i) To agree a date for Allotment holders meeting
 - ii) To review and agree costs of plots
 - iii) Renumbering Plot – update
 - v) Revise the current allotment agreement to include deposit clause - update
 - iii. Spring / well repairs – update
 - iv. To consider repairs to steps at Lower Road
 - v. Bollard repair at Lower Road – to ratify repair £170.58
 - vi. Steps leading down from the High Street to Lower Road – update
 - vii. To consider request for more streetlighting in South Lane
 - viii. To ratify emergency repair of damaged lantern on North Street £150.00
 - ix. Repairs to steps at Bowhalls – to ratify emergency repair
 - x. To consider cutting back vegetation on the War Memorial
- 10. Roads and Transport
 - I. Roads
 - i. To Consider setting up a traffic / road working group
 - ii. 20 is plenty
 - iii. Highways Improvement Plan (HIP) – update
 - iv. To consider using CIL money to purchase a Speed Indicator Service Scheme (SIDS)
 - v. Speed Watch – update
 - vi. Remembrance Service – update
 - II. Public Transport
- 11. Police
- 12. Correspondence
- 13. Village Hall – items to be raised by PC representative
- 14. Matters for Report
- 15. 2024-25 Community Transport Grant Scheme
- 16. Training –
 - i) To consider and agree the payment of £84.00 KALC Cllr HR Training 31st October Cllr M Flint
- 17. Policies to be renewed / agreed
 - I) To agree a date to reschedule the extra ordinary meeting - NALC model financial regulations
 - II) Press Policy
 - III) Social Media
- 18. KALC –
 - i) attendance at 77th Annual General meeting – Saturday 30th November – Update from Cllr M Flint

Meeting to be closed to members of the public for items 19,20,21

19. Clerks assistance
 - i. To consider extending clerks assistance
 - ii To consider temporary deputy / RFO role
20. Street Lighting Contract
21. To consider quotes for allotment signage / tags
22. Planning
23. Finance
 - I. Authorisation of payments
 - II. Bank Balances
 - III. Income
 - IV. Expenditure
 - V. Bank Reconciliation
 - VI. Budget Setting
 - VII. To review printer and phone contracts – update
 - VIII. To note training budget to date
24. Agenda items for next meeting
25. Date of next meeting

Emma

Emma Hull – Clerk to the Council 5/12/24