

SUTTON VALENCE PARISH COUNCIL

Date:	Wednesday 9 th October 2024 at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Mel Flint, Lesley Flint, Nicola Alsop, Alex Castle Borough Cllrs Martin Round and Ziggy Trzebinski Parish Clerk: Emma Hull One member of the public

The opening statement was read out by the Chairman

The Chairman asked if anyone was recording – no recordings took place.

Submissions from Police, Community Support Warden, County or Borough Councillors – Ward Councillors Martin Round and Ziggy Trzebinski gave an update on Maidstone Borough Council matters.

Questions and comments 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 – Cllr Gammon, Sally Annereau were noted and accepted
2. Declaration of Lobbying
 - I. Declaration of Changes to the Register of Interests – none
 - II. Declaration of Interests in items on the Agenda – none
 - III. Request for Dispensation –Cllr Co-option Vacancies – none
3. Cllr Co-option vacancies – Currently three vacancies
4. Policies to be reviewed / agreed
 - I)to agree a date to reschedule the extra ordinary meeting that was cancelled 3rd September

NALC model financial regulations –

The Parish Council resolved to hold an extra ordinary meeting on 20th November
5. Minutes of the meeting held on 14th August were agreed and signed by the Chairman
6. KALC update – minutes from last meeting Clerk has made enquiries regarding the grant for play parks mentioned in the minutes
7. Training –
 - I)To ratify attendance at the play park inspection training course 24th September

The Parish Council ratified the attendance of volunteer John Davis
 - II)To agree Cllr and Clerk attendance at the next Allotment Training event

The Parish Council resolved for the Clerk to attend an allotment training course as well as Cllr Castle. Clerk to see if Cllr Annereau would like to attend

The Parish Council resolved for Cllr M Flint to attend an introduction to Neighbourhood Planning on the 24th October at a cost of £50.00

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8. Update from meeting with MBC Cllrs – 7th October Cllr M Flint gave an update
9. Update from Fernham Homes on the Haven Farm development

Action The Clerk to set up a meeting with Fernham Homes

10. To consider street naming request from MBC for Haven Farm Development

The Parish Council resolved to agree names of cultivators relevant to Haven Farm and traditional English trees Action The Clerk to send in suggestions to MBC

11. To consider and agree recommendations from Committee/Working Groups

I)Event Committee (Jubilee)

- i)To consider additional Cllr membership

The Parish Council resolved that Cllr Alex Castle to join the Events Committee

- ii) To consider possible coffee mornings with Village Hall Committee

No proposal or decision made to carry forward

- iii)To consider Carols on the green

The Parish Council decided not to hold carols on the green

II)Working Groups

i Communications

- i)To agree website layout

Action Cllrs to send comments back to Cllr Gammon by 18th October

ii Climate Change, Open Spaces

- i)To ratify playing fields and allotment risk assessments as per recommendations made

No proposal or decision made to carry forward

- ii)To consider recommendations on maintenance of green spaces and tendering process

No proposal or recommendation made to carry forward

iii Memorial Garden –

Due to Cllr numbers, it was resolved for the Memorial Garden Working Group to be discussed at the Open Spaces and Climate Change working group

12.Planning

Recommendations to be made on

- I) 24/503937/FULL Forge Farm, New Barn Road, Hawkenbury, Kent TN12 0ED

Erection of double vehicle gates and pedestrian gate, fencing and widening of access (part retrospective)

The Parish Council resolved no comment on this planning application

- II) 24/503557/FULL Orchard Place, Heniker Lane, Sutton Valence, Kent ME17 3ED

Demolish three existing commercial buildings and erection of a rear extension and side canopy to one existing commercial building.

The Parish Council resolved no comment on this planning application

- III) 24/503610/FULL Little New Barn Farm, New Barn Road, Hawkenbury, Kent

TN12 0ED Erection of a two-storey detached garage with store and games room.

The Parish Council resolved no comment on this planning application

- VI) 24/503325/FULL Rosmann, Leeds Road, Sutton Valence, Kent ME17 3LT

Erection of a 3 bay timber, carriage house style garage.

The Parish Council resolved no comment on this planning application

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To ratify recommendation made on

V) 24/503496/LAWPRO Land Adjoining Homewell House, Maidstone Road, Service Road, West Sutton Valence, Kent ME17 3LS

Lawful Development Certificate for proposed erection of a mobile home

The Parish Council ratified to refuse and go to committee on this planning application

13. To consider projects for 24/25

No proposal or decision made to carry forward

14. Finance

I. Authorisation of payments

II. Bank Balances

Unity £95,267.20

Nationwide £86,129.09

III. i. Income for August was noted

Car Park	336.00	Permits
MPE Football Club	300.00	Pitch hire
SV Hockey	100.00	Car park use
Nationwide	160.34	Interest August

ii Income for September was noted

Car Park	576.00	Permit
South Eastern Power networks	2.30	The Green
East Sutton Parish Council	39.00	Room hire
Nationwide	155.46	Interest September

IV. Expenditure

i. The following expenditure was ratified for August

Tailored Auto wealth	13.20	Pension admin
Hugofox	35.99	Website
XLN (Daisy)	124.54	Phone / broadband
Drax	56.22	Street lights
Lloyds	15.36	Microsoft 12.36, monthly fee 3.00
Castle Water	8.64	Allotments Bowhalls
KALC	44.40	Chairing meetings effectively Cllr Gammon
KALC	120.00	Nuts and bolts of Parish Councils Cllrs Castle and Annereau
P Beaney	360.00	Painting of yellow lines outside village hall
P Beaney	71.00	Repointing of slabs outside village hall
J Goodsell	127.50	Public toilet cleaning
Dignet	50.06	Photocopier charges
Wallgate	507.16	Service plan for public toilet
Staff	2,764.89	Costs

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ii. The following expenditure was ratified for September

Tailored Auto wealth	13.20	Pension admin
HugoFox	35.99	Website
XLN (Daisy)	124.54	Phone/broadband
Lloyds	15.36	Microsoft 12.36, monthly fee 3.00
DRAX	56.22	Street lights
J Goodsell	136.00	Public Toilet Cleaning
Stationery Express	216.80	Newsletter printing
Arkas	134.40	Car park barrier repair
Unity	10.96	Service charge
Staff	2,523.35	Costs

iii The following expenditure was agreed at this meeting:

Parish online	420.00	Mapping system
Gallagher	3,217.10	Insurance renewal
Prime One Maintenance	520.38	Routine maintenance
FgSpilcher	1056.00	Drain repair car park

V. Bank Reconciliation – circulated and agreed

VI. Performance against budget – circulated and agreed

VII. Budget setting – Action Cllrs to send Clerk their availability for a separate meeting

VIII. To review printer and phone contracts – carried over to next meeting

IX. To note the insurance renewal – the insurance renewal was noted

X. To note the external audit – the external audit was noted

Minor scope for improvement in 2024/2025

The Council has left Boxes 11a and 11b in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. Although the answer could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

The bank reconciliation initially provided by the Council did not include cash book figures to reconcile to the bank statements. In future, the Council should use the standard proforma provided in our guidance when preparing the bank reconciliation.

Although the Council provided explanations for all significant variances the reasons initially given for unusual income or expenditure (fixed assets) in a particular year did not always include values, so it was not possible to determine if the variance was sufficiently explained from the information submitted for audit. In future, all explanations provided on the variance analysis should be quantified.

15. Recreation and Open Spaces

I. War Memorial Play Area and field

i. Weekly inspections – update given

ii. Yearly inspections – Clerk waiting date

iii. Container

i)Football club container usage – update

ii)to consider options to paint / clad exterior –No proposal or decision made to carry forward

iv. Oak tree plaque – update

Action Cllr L Flint to contact SV School regarding re wording

v. To consider wooden bollard repairs/replacement – No proposal or decision made to carry forward

II. Village Hall

i. Lease -

Action Cllr Castle to look at the lease agreement

ii. CCTV signage

Action The Clerk to contact the Village Hall Committee

III. Permit Car Park

i. To consider options to secure the permit car park

No proposal or decision made to carry forward

ii. Process to apply for a car park permit

No proposal or decision made to carry forward

V. Harbour Play Area and field

i. Weekly inspection – update given

ii. Yearly inspection – Clerk awaiting date

VI. Open Spaces

i. Platinum Meadow – Update given

Action Clerk to arrange a meeting with Angela Smith MBC

ii. Allotment – update

i) to agree a date for allotment holders meeting No proposal or decision made to carry forward

ii) To review costs of plots No proposal or decision made to carry forward

iii. Spring/Well repairs – update

vi. To consider repairs to steps at Lower Road - No proposal or decision made to carry forward

v. To consider request for more streetlighting in South Lane – No proposal or decision made to carry forward

16. Roads and Transport

I. Roads

i. To Consider setting up a traffic / road working group - No Proposal or decision made to carry forward

ii. 20 is plenty

iii. Highways Improvement Plan (HIP) – new signage due to be installed by the 15th October at Warmlake Crossroads

iv. To consider using CIL money to purchase a Speed Indicator Service Scheme (SIDS) - No proposal or decision made to carry forward

v. Speed Watch – update

vi. Remembrance Service – Cllrs to note the date 10th November

II. Public Transport

17. Police

18. Correspondence

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19. Village Hall – items to be raised by PC representative
20. Matters for Report
21. Agenda items for next meeting
Agenda 106 money
22. Date of next meeting
The Parish Council resolved to hold November's meeting on Wednesday 20th November

Meeting Closed 10.00

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
HIP – Highways Improvement Plan
JPG – Joint Parishes Group
PSS – Parish Service Scheme
CIL - Community Infrastructure Levy

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
PIP – Parish improvement plan