

SUTTON VALENCE PARISH COUNCIL

Date:	Wednesday 20 th November 2024 at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Mel Flint, Lesley Flint, Nicola Alsop, Alex Castle, Mike Gammon, Sally Annereau Borough Cllr Ziggy Trzebinski Parish Clerk: Emma Hull

The opening statement to be read out by the Chairman

The Chairman asked if anyone was recording

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

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

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

Steven Waring– attended with regards to the grass cutting and maintenance schedule

1. Apologies for absence – none received
2. Declaration of Lobbying
 - I. Declaration of Changes to the Register of Interests
 - II. Declaration of Interests in items on the Agenda Cllr Gammon 24 III i&ii
 - III. Request for Dispensation – Cllr Gammon
3. Cllr Co-option vacancies Currently three vacancies
4. Resignation of Cllr Dawber- the vacancy to be filled by Co-option
5. Minutes of the meeting held on 9th October were agreed and signed by the Chairman
6. 2024/2025 Grass Cutting and Maintenance Schedule to be considered, and any additions to be discussed and agreed

The Parish Council resolved to agree the grass cutting and maintenance schedule

7. Policies to be reviewed / agreed
 - I) to agree a date to reschedule the extra ordinary meeting- NALC model financial regulations – Councillors to send dates to the Clerk
 - II) Training and Learning Policy

The Parish Council resolved to agree the policy with an amendment to show all training is booked via the Clerk
--

III) Street Naming Policy

The Parish Council resolved to agree the street naming policy

8. KALC update – 77th Annual General meeting – Saturday 30th November 2024 – Cllr Mel Flint to attend

9. KCC- attendance at Highways & Transportation Autumn Parish Seminar 20th November – Cllrs unavailable to attend

10. Training –

I) To consider request from Cllr M Flint to attend Transforming Dementia Care with Digital Health Solutions

The Parish Council resolved not to agree to the training due to the cost £360.00

II) To ratify Clerks attendance at Clerks Conference 12th November

The Parish Council ratified the Clerks attendance

III) An Introduction to Neighbourhood Planning 24th October – Cllr M Flint gave an update

IV) MBC Advanced Planning session 21st October – Use of Section 106 Cil together, Permitted Development update, Enforcement - Update from Cllrs who attended

V) MBC Planning training sessions – Cllrs made a note of the following

i) Meaning of development, permitted development, enforcement, CIL and S106 Agreements 25th November 6.00pm – 6.00 pm

ii) Planning policy and guidance and the relevance to decision-making 9th December 6.00pm

iii) Landscape Assessments and Biodiversity Net Gain 20th January 6.00pm

v) Design guidance 6th February 6.00pm

11. Consultations

i)MBC Maidstone Borough Gypsy, Traveler and Travelling Showpeople Development Plan Document – Preferred Approaches (Regulation 18b) Consultation

The Parish Council resolved for Cllr Gammon to formulate the Parish response

ii)KCC Public consultation on Proposed Main Modifications to the Kent Minerals and Waste Local Plan

The Parish Council resolved for Cllr Annereau to formulate the Parish response

iii) MBC Maidstone Heritage Strategy

The Parish Council resolved for Cllr Alsop to formulate the Parish response

12. 106 Money – update given

Cllr S Annereau to read up on 106

13. CIL Money – infrastructure spend plan circulated

Cllr Castle to read up on CIL

14. To consider request for potential site for Local Housing needs from MBC

The Parish Council resolved to not consider the request due to adequate sites already in the Parish

15. Update from meeting with Fernham Homes on 13th November re the Haven Farm development – Update given by Cllr M Flint

16. Following on from the response from Maidstone Borough Councils rejecting the submitted street names, the Parish Council to resubmit further suggestions for the Haven Farm development –

The Parish Council resolved to submit the following suggestions Godwinson, Fitzhurbert, Baldwin, Lambe, Aymer, Filmer, DeMontford, DeValence, Clifford, Marshall

17. Sutton Charities – Cllr M Flint gave an update

Action Clerk to speak to Community Warden in identifying those who may be of benefit from the charity

18. To consider and agree Christmas food parcels – possibility of Sutton Charities for next year

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

I)Event Committee (Jubilee)

i) To consider possible coffee mornings / with Village Hall Committee

i) To consider a presentation on Fraud Protection Presentation from Kent Police, Prevent and Protect Fraud at a coffee morning

Cllr Flint to raise i and ii at the Village Hall Committee AGM

ii) To consider VE Day 80 Beacon Lighting - 9.30PM – 8th May 2025

Action The Clerk to request further details

II)Working Groups

I Communications

i) website layout

Action The Clerk to arrange a meeting between Hugofox and the Comms Working Group

ii) newsletter, content and distribution – The Comms Group working on the draft

Action The Comms group to work on the content

ii Climate Change, Open Spaces

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

The Parish Council resolved to use the new risk assessment template the Clerk advised that the control of risk is the responsibility of the Parish Council and officials as a whole and not down to one individual

i) Platinum Meadow

i)Clerk to write to Medway Countryside Partnership /Maidstone Borough Council clarifying no further planting until an independent survey is undertaken

Action The Parish Council resolved for the Clerk to write to Medway Countryside Partnership /Maidstone Borough Council clarifying no further planting until an independent survey is undertaken

iii) Container on War Memorial Playing Field

Option 1: Remove container from site/Parish land

Option 2: Move to safer location on PC land, replacing locks

Option 3: Create barrier fencing/screening around container

Option 4: Clerks suggestion paint with anti-climb paint and install warning signage

The Parish Council resolved to go with Option 1 The Clerk to make enquiries to its removal

iv)Allotments

i)Revised lettering/numbering system of plots

The Parish Council resolved to have a new numbering system

I)Clerk to source quotes for signage/tags

The Parish Council resolved to agree the Clerk to source quotes

II)Clerks suggestion add to tenancy agreement tenants to display plot numbers

The Parish Council resolved not to agree to this suggestion

ii) Introduce a deposit fee for new tenants

The Parish Council resolved not to introduce a deposit fee on top of the £50 already asked for

iii) Revise the current allotment agreement to include deposit clause

The Parish Council resolved to add the allotment deposit to the agreement

v) Memorial Garden to consider renaming to reflection garden

The Parish Council resolved to carry over this item

vi) Maintenance/Landscaping

To explore following options

Option 1: put together forecast min/max budget implications of employing lengthsmen/handyman on a part time basis for 2025

Option 2: Draft a tender to seek competitive outsourced alternatives to include incumbent

Option 3: Pursue both to inform a decision at future meeting

The Parish Council resolved to go with Option 3

Meeting to be closed to members of the public for items 20

20. Clerks assistance

i. To consider extending clerks assistance

No proposal or decision made to carry forward

ii. To consider temporary deputy / RFO role

No proposal or decision made to carry forward

21. Planning

Recommendations to be made on

I) 24/504074/FULL Land At 2 Chart View Chart Hill Road Chart Sutton Kent ME17 3EX

Change of use of land and replacement of existing timber builder's store with single static unit for gypsy and traveller use with space for tourer caravan and parking

The Parish Council resolved to refuse this application

22. To consider Projects for 24/25

The Parish Council resolved to agree a list of projects

23. Finance

I. Authorisation of payments

II. Bank Balances

Unity £91,182.88

Nationwide £86,290.02

III. i. The following income was noted

Car Park	192.00	Permits
Allotment	175.50	Deposits
Nationwide	160.93	Interest
Maidstone Borough Council	2,951.16	PSSGRANT 2ND

SUTTON VALENCE PARISH COUNCIL

IV. i The following expenditure was ratified

Hugofox	35.99	Website
Tailored Auto wealth	13.20	Pension Admin
Gallagher	3,217.10	Insurance
XLN (Daisy)	124.54	Phone
Drax	54.43	Streetlighting
Lloyds	105.32	Microsoft 12.36, MBC Road Closure 75.00, Safety Signs for less CCTV signs 14.96, Lloyds credit card monthly fee 3.00
Prime One Maintenance	520.38	Routine Fixed street lighting maintenance
Parish Online (GeoXphere)	420.00	Online mapping
Castle Water	22.73	The Harbour allotments
Goodsell J	119.00	Public Toilet Cleaning
Unity	5.40	Service Charge
Staff	2,764.89	Costs

iii The following expenditure was agreed at this meeting

KALC	84.00	Play Park Inspection Training
Wilson's	300.00	Tree Stump removal war memorial play area
Dignet Solutions	27.28	Copier charges
Plane & Simple	120.00	Repairs to steps at Bowhalls
SLCC	42.00	Allotment Management – Site Facilities and Health and Safety- Cllr Annereau
SLCC	42.00	Allotment Management – Tenancy Agreements and Policies – Cllr Annereau
Wicksteed	360.00	Playground Inspection (yearly)
Royal British Legion	25.00	Wreath

Action The Clerk to contact KALC regarding an invoice received for £84.00 (HR Training) that hadn't been agreed to find out who attended

V. Bank Reconciliation – circulated and agreed

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

I. VII. To review printer and phone contracts

Action Clerk to contact current phone provider

After item 23 on the agenda the meeting closed at 10.00 the remaining items to be carried forward to the next meeting