

SUTTON VALENCE PARISH COUNCIL

Date:	Wednesday 10 th April at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Mel Flint, Lesley Flint, Nicola Alsop, Alex Castle, Sally Annereau, Melanie Dawber, Mike Gammon 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 – none received

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 – none received
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 Gammon item 15 I. v
 - III. Requests for Dispensation - none
3. Minutes of the meeting held on 20th March were agreed and signed by the Chairman.
4. Matters arising from the minutes not covered under other headings - none to note
5. To receive reports from
 - i) County and Borough Councillors – none received
6. Working Group/Committee to consider recommendations
 - i) Climate Change – update given
 - ii) Communications – update given
 - iii) Events – including 80th D Day Anniversary – update given
7. KALC / NALC
 - i) Maidstone KALC AGM Monday, 3 June 2024 - Cllr M Flint to attend.
8. Arrangements for Annual Parish Assembly 8th May –

Action The Clerk to enquire if the hall has a PA system

9. Community Emergency Plan – Cllr Castle to attend webinar
10. To agree a date for the next meeting with Fernham Homes - date agreed 7th May at 7.00
11. To consider grant application received room Sutton Valence Youth Club

Action to carry forward to the next meeting

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12. To note the Adoption of the Maidstone Borough Local Plan Review – the plan was noted

13. Planning –

I) Recommendation to be made on

24/500643/FULL Braye House North Street Sutton Valence Kent ME17 3HT

Remodelling of conservatory, including alterations to windows and doors, insertion of light lantern and glass balustrade to roof. Part conversion of garage into habitable space with external alterations. Conversion of loft into habitable space with insertion of solar panels, rear dormer, front and rear rooflights. Erection of a new boundary fence. Installation of Air Source Heat Pump and Air Conditioning Units.

The Parish Council resolved no comment on this application

14. Finance

I. Signatories on Unity and Nationwide

II. Authorisation of Payments

III. Bank Balances

Unity £44,929.75

Nationwide £85,185.16

IV. The following items of income were noted

Car Park	240.00	Permits
Allotment	50.00	Deposit

V. Expenditure

i. The following expenditure was ratified

Tailored Autowealth	13.20	Pension admin
Legal and General	241.54	Pension
Prime One Maintenance	1,040.76	Street Lighting routine maintenance
XLN (Daisy)	119.59	Phone
Lloyds credit card	15.36	Microsoft 12.36, fee 3.00
Drax	222.99	Street Lights
Drax	7.71	Street Lights
Hugofox	35.99	Website
E Hull	3.64	Sundries
T Cowen	20.00	Toilet holder fixing
Castle Water	3.32	Harbour Allotments
Unity	1.50	Charges
E Hull	19.99	Printer paper
HMRC	666.21	PAYE
E Hull	1857.14	Salary
J Goodsell	219.50	Toilet cleaning
Unity	27.50	Charges

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ii The following expenditure was agreed

Community Heart Beat	68.34	Pads for defib
Rialtas	230.40	Alpha software annual support and maintenance
Rialtas	198.00	Asset inventory annual support and maintenance
Rialtas	230.40	Allotment software annual support and maintenance
Greenbarnes	1,817.88	Notice board and posts
Greenbarnes	300.00	Notice board posts
T Cowen	50.00	Installation of new fields in trust sign and post at Bowhalls
Prime One Maintenance	520.38	Routine Street lighting maintenance
Sutton Valence Village Hall	1,185.66	Room hire
Paul Waring	10603.32	Grass cutting and additional work
M Lay	50.00	Allotment deposit refund

VI. Bank Reconciliation to be approved – circulated

VII. Internal audit taking place on 18th April

VIII. External audit paperwork received

15. Recreation and Open Spaces

I. War Memorial Play Area and Field –

- i. Weekly Play area Inspections - noting to note
- ii. Yearly Play area inspection –
- iii. To consider future opportunities following the demolition of the pavilion, including the return of adult football and methods of community engagement.

The Parish Council unanimously resolved for adult football not to return, and to consult with parishioners on other suitable facilities

iv. Tennis Agreement – no update

v. Permit Car Park

Clerk to add as an agenda item for the next meeting

II. Harbour Play area and field -

- i. Weekly Play ground inspection – noting to note
- ii. Yearly Play ground inspection -

v. Open Spaces

- i. Tree Survey – The Clerk and Cllr Annereau to meet with a tree surgeon next Monday
- ii. Platinum Meadow – Medway Countryside Partnership attending tomorrow 11th April for routine tree maintenance
- iii. Community Litter Pick – date to be confirmed
- iv. Street lighting – update given
- v. 2024/2025 Grass Cutting and Maintenance schedule to be approved –

The Parish Council resolved to approve the grass cutting and maintenance schedule
The Parish Council agreed to the following amendment to these minutes at the meeting held on 14th May 2024 The Parish Council requested to see a break down of costs before agreeing the schedule

vi.To consider replacing the picnic table and bench at Bowhalls –

The Clerk to obtain quotes to replace

16-Roads and Transport

i) Roads

- i) To consider setting up a traffic / road working group
- ii) 20 is plenty
- iii) Highways Improvement Plan (HIP) – no update
- iv) Speed Watch Training –no update
- v) Public Transport

17.To consider outsourcing the printing of the Parish Newsletter

Action Clerk to compare producing in house to externally

18. Allotment –update given

19. Parish online - Cllr M Flint to show Cllr Annereau the system

i. Location of parish trees to be added

20. Police

21. Village Hall – items to be raised by PC representative -

22. Agenda items for next meeting

To consider revisiting Neighbourhood Plan

23.Date of next meeting Tuesday 14th May 2024

Meeting Closed 10.00pm

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