

**SUTTON VALENCE PARISH COUNCIL**

Date:	Wednesday 12 <sup>th</sup> June at 7.00pm
Venue:	Sutton Valence Village Hall
Present:	Cllrs: Mel Flint, Lesley Flint, Mike Gammon, Melanie Dawber, Alex Castle Parish Clerk: Emma Hull

Opening statement was read out by the Chairman

The Chairman asked if anyone was recording – no recording too place

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

MBC Member Ziggy Trzebinski gave an update

KCC Member Lottie Parfit Reid report was noted

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 – Apologies from Cllrs Alsop and Annereau 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 Gammon
  - III. Requests for Dispensation – Cllr Gammon 15.ii
3. Committee Membership of the Events (jubilee) Committee to be agreed upon –

The Parish Council resolved Cllrs Alsop, Dawber and M Flint
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4. Membership of the following working groups were agreed upon –

- I. Climate Change

The Parish Council resolved Cllrs L Flint, Dawber and Annereau
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- II. Communications

The Parish Council resolved Cllrs Gammon, M Flint, Annereau and Dawber
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- III. Open Spaces (including Allotment and Platinum Meadow)

The Parish Council resolved Cllr Alsop, Castle and Annereau
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5. Cllr Co-option Vacancies - two vacancies have been advertised

6. Policies to be reviewed / agreed

- I. Code of conduct for members

The Parish Council resolved to agree the revised policy
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- II. Model Publication Scheme

The Parish Council resolved to review the model publication scheme at the same time as the associated policies mentioned in the document
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Due to the number of policies to be reviewed on the website, the Parish Council resolved for the Clerk to seek advice on how best to get the policies up to date, and if an extra ordinary meeting can be called for this purpose
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7. Minutes of the meeting held on 10<sup>th</sup> April 2024 were amended and agreed to show 15.V.v. 2024/2025 Grass Cutting and Maintenance schedule to be approved –

The Parish Council agreed to the following amendment The Parish Council requested to see a breakdown of costs before agreeing to the schedule

Minutes of the meeting held on 14<sup>th</sup> May 2024 – an amendment was made and agreed, to be signed at the meeting in July

8. KALC Training – Dynamic Cllr

The Parish Council resolved to book Cllrs Annereau, Gammon and Castle onto the course now known as Nuts and Bolts

9. KCC Briefing session : Biodiversity Net Gain training – Monday 24<sup>th</sup> June, 6pm – Cllrs who are interested have the link to attend the free briefing session

10. Ward Cluster Meeting Attendance 9<sup>th</sup> July 12.00 to 1.30 - Cllr L Flint to attend

11. Parish Council attendance

I.Rose Ceremony 20<sup>th</sup> June - The Clerk and Chairman to attend

II.Speech Day 29<sup>th</sup> June - The Clerk, Chairman M Flint, Cllr L Flint and Vice Chairman Gammon to attend

- 12.Updates for Committee/ Working Groups

I)Events Committee – The Chairman to convey thanks to those involved with the D Day 80<sup>th</sup> Event

i) to consider free bootfair – was discussed

ii) to consider having a stall at the Care Home Summer Event – the Parish Council decided not to have a stall

II)Working Groups

i)Communications – update given

ii)Climate Change – no update

iii)Open Spaces - Terms of reference to be agreed at the first meeting

13. Planning -

Recommendations were made on

i)24/501823/FULL Forge Farm New Barn Road Hawkenbury Kent TN12 0ED

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

The Parish Council resolved no comment on this planning application

The following planning applications were ratified

ii)24/501918/FULL The Old Mill East Sutton Road Sutton Valence Maidstone, Kent ME17 3DB

Conversion of integral garage to form bedroom, internal alterations and changes to fenestration to form annexe.

The Parish Council ratified no objection to this planning application

iii)24/501896/FULL Appleacres Maidstone Road Sutton Valence Maidstone, Kent ME17 3LR

Section 73 - Application for Minor Material Amendment to approved plans condition 2 (Minor changes made to Fenestration to plots 9 and 10) and Variation of condition 14 (removal of solar panels to plots 9 and 10 ) pursuant to 19/501101/FULL for The erection of four detached dwellings and other associated work.

The Parish Council ratified no comment on this application

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iv)24/502037/FULL Applearces Maidstone Road Sutton Valence Maidstone, Kent ME17 3LR  
Section 73 - Application for minor material amendment to approved plans condition 5 (to allow changes to fenestration and removal of solar panels to Plot 5) pursuant to 18/502332/REM for – Reserved matters of appearance, landscaping and scale pursuant to outline permission 15/509996/OUT (allowed on appeal 04.08.2016) for erection of six detached dwellings and other associated works.

The Parish Council ratified no comment on this application

### 14. Finance

I. Authorisation of payments

II. Bank Balances

Unity £103,605.74

Nationwide £85,339.19

III. Income to be noted

i Expenditure to be ratified

The Parish Council resolved for the Clerk to arrange an extraordinary meeting

ii The following expenditure was agreed at this meeting:

Satswana	90.00	DPO Renewal
Robertsons Tree Surgery	700.00	Tree works undertaken after tree audit
J Burnett	80.00	Clerks assistance
Paul Waring	1064.64	Harbour & Bowhalls grass cutting
Hugofox	35.99	Website May
T Cowen	50.00	Removal of rotten picnic bench and table
L Flint	15.17	Sundries for Annual Parish Assembly
M. Fitzgerald	160.00	Programme printing for D Day 80 event
Chris Webb	99.80	Flag, Lamp, soft drinks for D Day 80 event
E Hull	20.04	Floor marking tape and sundries

IV. Bank Reconciliation

VI. External Audit 23/34 – Annual Governance and Accountability Return

i) The Parish Council reviewed the effectiveness of the system of internal control and

resolved to approve the Annual Governance statement 2023/24

ii) The Parish Council to consider The Accounting statements 2023/24 and

resolved to approve the Accounting Statement 2023/24

iii) Notice of the period for the exercise of public rights was set for 20<sup>th</sup> June to 31<sup>st</sup> July

VII. Appointment and scope of internal auditor for 2024/25

The Parish Council resolved that Lionel Robins be re-appointed as the Internal Auditor for 2024/25 and that the scope of work completer would enable him to complete the Annual Audit for 2024/25.

### 15. Recreation and Open Spaces

I. War Memorial Play Area and field

i. Weekly inspection

ii. Yearly inspection

iii. Tennis Agreement – to consider and agree amendments

The Parish Council resolved to agree the amendments, the Clerk to send the agreement to the Tennis Club

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iv. To consider setting up a memorial garden working group

The Parish Council resolved to agree to setting up a memorial garden working group. The Clerk to contact QHOF, East Sutton and Chart Sutton Parish Council and The Village Hall Committee for their possible involvement. Cllrs Castle, Dawber, M and L Flint agreed to be on the working group

v. To consider TPO's for oak trees

The Parish Council resolved not to place TPO's on the trees due to the land being in Fields in Trust

vi. To consider plaque request for Oak trees

The Parish Council resolved to have a plaque for the Oak trees, The Parish Clerk to contact SV School to see if they would help design and make a suitable plaque

II. To consider options to secure the permit car park

To carry over to the next meeting

III. Harbour Play Area and field

i. Weekly inspection

ii. Yearly inspection

IV. Open Spaces

i. Tree survey - update given

ii. Platinum Meadow – Update given

iii. Sutton Valence Well – Update given

Meeting closed to members of the public for item 15 V

V. The following quotes were considered

i) Painting yellow lines – Village Hall

The Parish Council resolved to go with quote two from T Scott at £360

ii) Fence – War Memorial playground

The Parish Council resolved to go with quote one from Plane and Simple at £304.98

iii) Picnic Table – Bowhalls

To carry forward, awaiting further quotes with the possibility of seeking grant funding to help with the cost

iv) Steps repair – Tumblers Hill /Bowhalls

The Parish Council resolved to go with quote two from T Scott at £227.00

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) – update

To consider options from KCC regarding Warmlake crossroads

The Parish Council resolved to agree the options regarding re siting the current signage and additional signage at the crossroads

iv) Speed Watch Training –arranged for 24<sup>th</sup> June 4.00 Cllr L Flint & Dawber attending

v) Forthcoming water main works Tiden Road, Headcorn – Parish meeting to be held 20<sup>th</sup> June at Headcorn PC

II. Public Transport

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17. Police – 5 crimes reported in May
18. Correspondence  
l)To consider request for Year 6 Leavers party 19<sup>th</sup> July - Clerk has responded to request
19. Village Hall - items to be raised by PC representative
20. Agenda items for next meeting
21. Date of next meeting

**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