

## SUTTON VALENCE PARISH COUNCIL

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| Date:    | Wednesday 12 <sup>th</sup> July at 7.00pm  |
| Venue:   | Sutton Valence Village Hall  |
| Present: | Cllrs: Mel Flint, Lesley Flint, Sally Annereau, Melanie Dawber, Nicola Alsop<br>Mike Gammon (late arriving), Derek Eagle<br>Acting Parish Clerk: Janet Burnett |

Opening statement was read out by the Chairman.

The Chairman asked if anyone is 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)

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.

The Parish Council agreed to move item 4, Co-option to the beginning of the agenda.

4. The Parish Council considered the nomination received from: Mr Derek Eagle to fill a vacancy on Sutton Valence Parish Council by co-option

The Parish Council resolved to approve the co-option. The co-option forms were completed, and a Declaration of Pecuniary forms were distributed

1. Election of Vice Chairman

The Parish Council unanimously agreed Cllr D Eagle as Vice Chairman. Cllr D Eagle accepted.

- I. Declaration of acceptance was signed by Cllr Eagle
2. Apologies for absence – Cllr Eve Poulter, Clerk Emma Hull were noted and accepted.
3. Declaration of Lobbying –
  - I. Declaration of Changes to the Register of Interests - none
  - II. Declaration of Interest in items on the Agenda - none
  - III. Requests for Dispensation - none
4. Cllr Co-option Vacancy see above
5. Minutes of the meeting held 14th June 2023 were signed and dated by the Chairman.
6. To consider setting up a Communications Working Group

The Parish Council unanimously resolved to set up a Communications Working Group, the Terms of Reference to be agreed at the first meeting.

7. To consider the following policies
- I. Social Media
  - II. Dealing with the Press

The Parish Council resolved to adopt the above policies

8. Parish Council attendance

- i) SV Rose Ceremony – 21<sup>st</sup> June attended by Cllr Mel Flint and the Clerk Emma Hull
- ii) SV Speech Day – 1<sup>st</sup> July attended by Cllrs M & L Flint and the Clerk Emma Hull

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9. KALC – nothing to report.

10. Training courses were considered.

i) Dynamic Cllr

Action: Clerk to book places for Cllrs N Alsop, M Dawber, S Annereau on Thursday 27<sup>th</sup> July at £50.00 each. Cllr M Gammon to let the Clerk know if can also attend

ii) Introduction to Planning

Action: Clerk to book places for Cllrs M & L Flint, M Gammon, N Alsop, M Dawber, S Annereau, D Eagle on Tuesday 25<sup>th</sup> July at £50.00 each

11. To consider MBC Grant Funding Schemes – circulated

- i) Community Resilience
- ii) Summer Community Support

12. To consider consultations / survey - circulated

- i) Headcorn Neighbourhood Plan
- ii) Public Consultation on draft Kent Minerals and Waste Local Plan 2024-39 Further Proposed Changes Consultation Document (Regulation 18)
- iii) Public Consultation on draft Kent Mineral Sites Plan Including Details of Nominated Hard Rock Site (Regulation 18)
- iv) National Highways and Transport Survey

13. Planning: Recommendations were made on

i) 23/502709/LBC Hillside House Sutton Valence Hill Sutton Valence Kent ME17 3AR  
Listed Building Consent for replacement of 19no. windows

The Parish Council resolved to make no comment on this application

14. Finance

- I. Signatories on Unity and Nationwide
  - II. Authorisation of payments
  - III. Bank balances
- Unity        106,999.77  
Nationwide 83,889.30

IV. Income

The following items of income were noted.

|                            |          |                               |
|----------------------------|----------|-------------------------------|
| Allotment Holder           | 50.00    | Allotment deposit Bowhalls    |
| P Shayler                  | 500.00   | Fair                          |
| East Sutton Parish Council | 39.00    | Use of room as an office June |
| Maidstone Borough Council  | 2,376.43 | Parish Service Scheme Grant   |

V. Expenditure

i. Ratified at this meeting

|                      |          |                                   |
|----------------------|----------|-----------------------------------|
| Tailored Auto        | 13.20    | Pension Admin                     |
| XLN                  | 110.90   | Phone                             |
| HMRC                 | 1,273.39 | PAYE                              |
| Kent County Council  | 500.00   | Match funding EV Charging project |
| MS Computer Services | 40.00    | Cllr email set up                 |
| C Bruce              | 166.09   | Cleaning and materials            |

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| Lloyds Bank           | 122.84  | Co-op APA Refreshments 57.15, Timpson Key Cutting 9.00, Co-op APA Refreshments 2.40, Morrisons printer paper 23.75, Timpson Key Cutting 9.00, Microsoft 11.28, SLCC course 36.00, Eurooffice -28.74, Lloyds charges 3.00 |
| Drax                  | 246.59  | Street Lighting  |
| Corona                | 15.30   | Pavilion   |
| Satswana              | 90.00   | DPO Service  |
| J Burnett             | 141.52  | Assistance to the Clerk  |
| Unity                 | 3.30    | Charges  |
| Unity                 | 28.50   | Service Charge   |
| E Hull                | 1659.02 | Salary   |
| Pauls Handman Service | 40.00   | Playground Repairs   |

ii Agreed at this meeting:

|                 |        |                        |
|-----------------|--------|------------------------|
| C Bruce         | 262.50 | Cleaning and materials |
| KALC            | 44.40  | Chairing Meetings      |
| Legal & General | 210.08 | Pension                |
| Hugo Fox        | 35.99  | Website May            |
| Hugo Fox        | 35.99  | Website June           |
| HMRC            | 522.05 | PAYE                   |

|                             |          |  |
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| Breakthrough Communications | 1,613.70 | Council Hive – Premium<br>Action: Clerk to obtain more information before payment approved |
|-----------------------------|----------|--|

VI. Bank reconciliation - approved

15. Recreation and Open Spaces

I. War Memorial Play Area and Field

- i. Weekly Play area Inspections - noting to report
- ii. Yearly Play area inspection
- iii. Football pitch agreement

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| Action: To carry forward to next meeting |
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II. Pavilion

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| The Parish Council resolved to demolish the pavilion. Action Clerk to progress this |
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III. Harbour Play area and field

- i. Weekly Play area inspections – emergency repairs undertaken on dish roundabout.
- ii. Yearly Play area inspection

IV. Open Spaces

i. Extension of Conservation

The Parish Council resolved to agree the extension of the conservation area.  
Action: Clerk to contact MBC Conservation Officer

ii. Tree Survey – Location of Parish trees identified.

Action: Clerk to arrange a report of the trees and organise three quotes from tree surgeons on possible work to be undertaken

iii. Platinum Meadow – Medway Valley Countryside Partnership to carry out sapling planting after care of the trees on 13<sup>th</sup> July.

Action: Clerk to write to SV School to thank them for the insect boxes

iv. To consider request for Neighbourhood Watch signs

The Parish Council resolved to approve the purchase of five signs at £50.00

16. Roads and Transport

I. Roads - Cllrs Annereau and Eagle reported on the meeting held on the 29<sup>th</sup> June regarding Southeast Water works in Upper Street Leeds

II. Public Transport

17. Allotment

18. Police - PC Becca Burns is the Parish contact

19. Village Hall – floor

20. Agenda items for next meeting

Neighbourhood Plan

Roads and Transport -To consider bollards on entrance to Southway's

The future of the pavilion / no pavilion

To review Village Hall representative

21. Date of next meeting 2<sup>nd</sup> August apologies noted from Cllr Dawber

Meeting closed 21.50

**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

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